



INSTRUCTIONS FOR BORROWING STUDENT LOANS

Generally student loans must be disbursed in two equal payments for each loan period. Scheduled disbursement dates are **September 30, 2019 and February 24, 2020.**

You must complete all required steps:

Step 1. Click on this link [Student Loan Acceptance Form](#)

Print and complete Loan Acceptance Form. This form tells us how much you need to borrow and is required each time you borrow a loan. It can be hand delivered, mailed, or faxed to the Financial Aid Office.

Step 2. Click on this link <https://studentaid.gov> and then click on “COMPLETE AID PROCESS”

You will need your FSA user ID and password to log on to this website.

- a. *Complete* Loan Entrance Counseling for an undergraduate student. Follow all instructions. This is a requirement the first year you borrow a student loan and is recommended the following years.
- b. *Complete* Federal Direct Stafford Master Promissory Note (MPN) for a Subsidized/Unsubsidized Loan. Follow all instructions. A single MPN can be used for up to 10 years. This is a requirement the first year you borrow a student loan. *If you have had a Direct Loan before, you can skip this step.*

Federal Student Aid
AN OFFICE OF THE U.S. DEPARTMENT OF EDUCATION

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UNDERSTAND AID ▾ APPLY FOR AID ▾ COMPLETE AID PROCESS ▾

Next Steps

There are a few more steps in the financial aid process.

<p>01 Get Informed</p> <p>Find out how aid is calculated</p>	<p>02 Compare Aid Offers</p> <p>Review schools' financial aid packages</p>	<p>03 Reply to Aid Offer</p> <p>Accept aid from your chosen school</p>	<p>04 Sign Loan Agreement</p> <p>Complete a Master Promissory Note (MPN)</p>	<p>05 Complete Entrance Counseling</p> <p>Before your first loan or TEACH Grant, complete</p>
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REMINDER: Federal financial aid can only be awarded/dispursed for classes that count toward your degree or certificate at Garden City Community College. You must be enrolled in at least 6 credit hours at Garden City Community College that count for federal financial aid in order to receive any student loans requested.

DEADLINES FOR SUBMITTING LOAN REQUIREMENTS:

FALL ONLY LOANS- DECEMBER 3, 2019 OR 7 BUSSINESS DAYS PRIOR TO YOUR LAST DAY OF ATTENDANCE, WHICHEVER OCCURS FIRST.

FALL/SPRING AND SPRING ONLY LOANS- MAY 5, 2020 OR 7 BUSSINESS DAYS PRIOR TO YOUR LAST DAY OF ATTENDANCE, WHICHEVER OCCURS FIRST.