



## INSTRUCTIONS FOR BORROWING STUDENT LOANS

Generally student loans must be disbursed in two equal payments for each loan period. Scheduled disbursement dates are **September 25, 2023 and February 26, 2024**

### You must complete all required steps:

**Step 1.** Log on to your GCCC self-service to accept your student loans.

**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.*

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### Next Steps

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

<p><b>01</b></p> <p><b>Get Informed</b></p> <p><a href="#">Find out how aid is calculated</a></p>	<p><b>02</b></p> <p><b>Compare Aid Offers</b></p> <p><a href="#">Review schools' financial aid packages</a></p>	<p><b>03</b></p> <p><b>Reply to Aid Offer</b></p> <p><a href="#">Accept aid from your chosen school</a></p>	<p><b>04</b></p> <p><b>Sign Loan Agreement</b></p> <p><a href="#">Complete a Master Promissory Note (MPN)</a></p>	<p><b>05</b></p> <p><b>Complete Entrance Counseling</b></p> <p>Before your first loan or <b>TEACH Grant</b>, complete</p>
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**REMINDER:** Federal financial aid can only be awarded/disbursed 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-** NOVEMBER 28, 2023 OR 7 BUSINESS DAYS PRIOR TO YOUR LAST DAY OF ATTENDANCE, WHICHEVER OCCURS FIRST.

**FALL/SPRING AND SPRING ONLY LOANS-** APRIL 30, 2024 OR 7 BUSINESS DAYS PRIOR TO YOUR LAST DAY OF ATTENDANCE, WHICHEVER OCCURS FIRST.