

## 2007-2008 Federal Stafford Loan Request Form

Read all instructions carefully. Incomplete forms will cause delays in loan processing. This form is used to gather information from students who wish to borrow Federal Stafford Loan(s) for study within the period beginning Fall 2007 and ending Summer 2008 and did not answer "Yes" to student loans on their FAFSA. This form is also to be completed by those students who wish to now increase their existing loan award. Your Federal Stafford Loan Request will be processed after your Pell Grant eligibility has been determined by the Office of Student Financial Aid. You will be notified by mail of your loan award.

**ALL FIRST TIME STAFFORD LOAN BORROWERS AT THE COLLEGE OF DUPAGE** must complete **Stafford Loan Entrance Counseling** prior to receiving their loan funds. Failure to complete Stafford Entrance Loan Counseling will stop your loan processing!!

### STUDENT INFORMATION

Last

First

Middle Initial

Social Security Number

### LOAN INFORMATION

**Part One:** Please select the appropriate loan period or periods in which you wish to receive your loan.  
*Note: Maximum of 2 consecutive semesters can be selected at one time.*

- Fall Semester** 08/22/07 to 12/19/07  
 **Spring Semester** 01/14/08 to 05/16/08  
 **Summer Semester** 05/27/08 to 08/03/08

**Part Two:** Please indicate the **TOTAL** amount you wish to borrow. *See reverse side for maximum loan limits.*  
The Office of Student Financial Aid has the responsibility to lower the amount of loan requested if it is determined you are not eligible for the requested amount.

- I would like to request the maximum loan amount I am eligible to receive.  
 I do not wish to receive an unsubsidized loan.  
 I would like to request \$ \_\_\_\_\_

**Part Three:** Please select a lender. You will need to contact your lender to complete a Federal Stafford Master Promissory Note. In most cases, you can go online to your lender's website and complete the Stafford Master Promissory Note online.

- IDAPP** (826351)  
 **OXFORD** (824697)  
 **Bank of America** (831495)  
 **Other:** Please specify lender name and lender code: \_\_\_\_\_

By signing this form, I acknowledge that I have read and understand the Applicant's Statement on the College of DuPage Financial Aid Data Confirmation Sheet and Understanding Your Federal Stafford Loan Award on the reverse side. I further acknowledge my rights and responsibilities in applying for and in accepting this loan. I understand when the scheduled disbursements of my loan proceeds are received by the school, the loan funds will be automatically credited to my account. Any proceeds due to me will be mailed to me by the Finance Office within approximately 14 days of being posted to my account.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

# Understanding Your Federal Stafford Loan Award

Please Note: This is a loan that **must** be paid back.

## General Loan Eligibility

Federal Stafford Loans are available to College of DuPage students who are enrolled in at least six (6) credit hours (1000 level or above and/or approved remedial courses) each term of the loan. You must also be enrolled in classes leading to a [U.S. Department of Education approved certificate or degree](#). Loan amounts are based on your grade level at the College of DuPage, i.e. freshman or sophomore, and your dependency status according to the Free Application for Federal Student Aid (FAFSA).

*Students who receive their maximum Federal Stafford Loan eligibility during the standard academic year, i.e. Fall and Spring terms, will not have any loan eligibility for the summer term.*

*Students who receive a Federal Stafford Loan at another school during the same academic year will have their loan awards prorated at the College of DuPage. This may result in you not being eligible for the full loan award or not being eligible at all for a loan at the College of DuPage.*

*All first time Federal Stafford Loan borrowers at the College of DuPage must complete [Stafford Loan Entrance Counseling](#) prior to receiving their loan funds. Failure to complete Stafford Loan Entrance Counseling will **stop** your loan processing.*

## Loan Limits

These are the maximum loan amounts you may borrow. *The Office of Student Financial Aid has the responsibility to lower the amount of loan requested if it is determined you are not eligible for the requested amount.*

	Dependent Student
<b>FRESHMAN</b>	\$3,500 Subsidized and/or Unsubsidized
<b>SOPHOMORE</b>	\$4,500 Subsidized and/or Unsubsidized

  

	Independent Student
<b>FRESHMAN</b>	\$3,500 Subsidized \$4,000 Unsubsidized
<b>SOPHOMORE</b>	\$4,500 Subsidized \$4,000 Unsubsidized

## Completing the Master Promissory Note

Your lender will contact you to request a Master Promissory Note (MPN), if needed. College of DuPage is not required to notify students that they need to complete a MPN. To expedite the process, you may wish to complete your MPN online with your lender. *Failure to complete a MPN will **stop** your lender from disbursing your loan funds.*

Once your lender receives College of DuPage's certification request, your lender will send you a Notice of Guarantee/Disclosure Statement (NOG/DS) that provides you with important information regarding your loan, i.e loan period, tentative disbursement dates, disbursement amounts and interest rates.

## Disbursement of Funds

Upon completion of the MPN, the lender will send your loan funds via Electronic Funds Transfer (EFT) to the College of DuPage according to the dates listed on your NOG/DS.

*If you are registered for at least 6 credit hours at the time of disbursement, your loan funds will be placed directly on your student account. Any remaining loan funds in excess of your educational costs will be mailed to your address within approximately 14 days of being placed on your account and no earlier than the start of the term.*

*If you are **not** registered for at least 6 credit hours at the time the lender disburses your loan funds, your loan funds will be returned to your lender. It will be your responsibility to request the Office of Student Financial Aid to re-instate your loan once you have registered for at least 6 credit hours. The request must be a written request. **Requests for reinstatement of your loan will not be taken over the phone.***

After the loan funds have been placed on your student account, you will receive an updated Statement of Fees from the Cashiers Office. This will serve as your notification of loan funds posted to your account. If you wish to have your loan cancelled you must notify the Office of Student Financial Aid **in writing** within 14 days from receipt of the notification.

*If you are a first-time Federal Stafford Loan borrower at College of DuPage, disbursement of your loan funds will be delayed until 30 days after the start of the term. Any loan funds in excess of your educational costs will be mailed to your address within approximately 14 days of being placed on your account.*

## Conditions of the Award

- 1.** I understand that I must enroll in at least six (6) eligible credit hours (1000-level or above or approved remedial classes) for each term of the loan. Failure to do so will result in cancellation of my loan.
- 2.** I understand that if my loan period covers more than one term, my loan funds will be disbursed equally over each term. If the loan period covers one term, my loan funds will be disbursed equally at the beginning of the term and at the midpoint of the term.
- 3.** If I completely withdraw from all my classes or drop below half-time enrollment at any time prior to receipt of my loan funds, I will **not** be entitled to receive my loan funds.
- 4.** I understand that if grades have posted before my loan funds are placed on my account, my loan award will be based on my successfully completed hours, which must be at least 6 credit hours. Please refer to the [Minimum Academic Requirements for Financial Aid Policy](#).
- 5.** I understand that if I drop to zero hours **after** receiving my loan disbursement, I may be ineligible to receive any subsequent disbursements.
- 6.** I understand that I must be making Satisfactory Academic Progress as outlined in the [Minimum Academic Requirements for Financial Aid Policy](#). Failure to do so will result in the cancellation of my Federal Stafford Loan and/or PLUS Loan Award.

## Rights and Responsibilities

- 1.** I understand that I have the right to cancel any portion of my loan. If I wish to cancel my loan after my funds have been disbursed, I must submit a request **in writing** accompanied by any loan disbursements I've received to the Office of Student Financial Aid within 14 days from receipt of my Statement of Fees from the Cashiers Office.
- 2.** I understand that in accordance with the Federal Refund Policy, if I completely withdraw from **ALL** of my classes before completing 60% of the term, I could owe a refund of my loan funds to the College of DuPage and to my lender. The amount owed will be based on the loan amount that was originally awarded.
- 3.** I understand that in accordance with the Federal Refund Policy, I must attend classes to continue receiving my loan funds. If I fail to complete at least one course during the term, I could owe a refund of my loan funds to the College of DuPage and to my lender. The amount owed will be based on the loan amount that was originally awarded.
- 4.** I understand that prior to transferring and/or graduating from the College of DuPage, I must complete [Stafford Loan Exit Counseling](#). I must also complete Stafford Loan Exit Counseling whenever my enrollment is less than six (6) eligible credit hours.