

**Step 1:** In order to establish eligibility for the Federal Stafford and/or PLUS loan you must complete and submit a **FAFSA** (Free Application for Federal Student Aid) for the applicable award year that you are planning to enroll. The application is online at [www.fafsa.gov](http://www.fafsa.gov). Be sure to include CVCC'S school code (004988) on your FAFSA.

**Step 2:** Remember the FSA ID that you used to sign your FAFSA. This is used to sign-in at [www.studentloans.gov](http://www.studentloans.gov) to complete the Entrance Counseling and Master Promissory Note (Step 3 & 4).

**Step 3:** Complete **Entrance Counseling** by signing in with your FSA ID on [www.studentloans.gov](http://www.studentloans.gov), then click COMPLETE AID PROCESS, Complete Entrance Counseling.

**Step 4:** Complete the **Master Promissory Note** online, by signing in with your FSA ID on [www.studentloans.gov](http://www.studentloans.gov), then click COMPLETE AID PROCESS, MPN for Undergraduates.

**Step 5:** Complete the CVCC Loan Request Form provided by the Financial Aid Office (second page).

**Step 6:** Submit a copy of the CVCC Loan Request Form to the Financial Aid Office **along with a copy of your photo ID**.

### Things to Know (Please read carefully):

1. You must be enrolled in a **Financial Aid Eligible Program** and be enroll in at least **6 credit hours** for the semester in order to be eligible for student loans.
2. ***The loan amount requested will be divided between the fall and spring semesters. If you are applying for only one semester, please know that the amount requested will be divided in half for that semester.***
3. The loan application process takes an estimated two weeks after the CVCC Loan Request Form and all supporting documents are submitted.
4. Loan awards may be viewed on your myCVCC account, using SIS, Self Service, Campus Finances, and then Account Inquiry.
5. Loan disbursement checks are mailed to the student's home address 5-6 weeks after the start of the semester.
6. **It will take 3-5 business days for the loan to be processed and posted on the students account.**

### **CVCC has the right on a case-by-case basis to deny student loans. CVCC will deny loans after consideration on a case-by - case basis for the following:**

- ✓ To deny loans for a student entering a new program who has insufficient loan eligibility remaining to complete the new program of study.
- ✓ To deny loans if a student has approached or exceeded their undergraduate aggregate limits.
- ✓ To deny loans if a student is in default of their past loans.
- ✓ To deny loans if a student has **not met** Satisfactory Academic Progress.
- ✓ To deny loans if a student is not enrolled in eligible classes for their curriculum.
- ✓ Students on a SAP appeal with a GPA under 2.0 will not be eligible for a student loan.
- ✓ **Any indication that a student is exhibiting an unwillingness to repay or are abusing the loan program.**

**I acknowledge I have read the above rules. If I am not enrolled in a minimum of six (6) credit hours at disbursement, I will not receive this aid and I become responsible for the tuition, fees and book costs.**

**DO NOT TYPE SIGNATURE – MUST BE SIGNED WITH INK PEN**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# CVCC Loan Request Form – Fall/Spring 2023-24

## Section A: Student Information

|                            |                        |                 |
|----------------------------|------------------------|-----------------|
| Last Name                  | First Name             | M.I.            |
| Student ID Number (EMPLID) | Social Security Number | Date of Birth   |
| Home Address               | City                   | State           |
|                            |                        | Zip             |
|                            |                        | @email.vccs.edu |
| Phone Number               | Student Email Address  |                 |

## Section B: Please complete the information below.

| ELIGIBILITY CHART   |   |              |                         |   |              |                         |
|---|---|--------------|-------------------------|---|--------------|-------------------------|
| CLASSIFICATION  | DEPENDENT STUDENT<br>(As defined by the FAFSA)<br>MAXIMUM ANNUAL LOAN AMOUNTS |              |                         | INDEPENDENT STUDENT<br>(As defined by the FAFSA)<br>MAXIMUM ANNUAL LOAN AMOUNTS |              |                         |
|   | SUBSIDIZED  | UNSUBSIDIZED | TOTAL ANNUAL LOAN LIMIT | SUBSIDIZED  | UNSUBSIDIZED | TOTAL ANNUAL LOAN LIMIT |
| <b>FRESHMAN</b><br>Less than 30 credits earned/transferred at BCC | \$3,500   | \$2,000      | \$5,500                 | \$3,500   | \$6,000      | \$9,500                 |
| <b>SOPHMORE</b><br>30 credits or more earned/transferred at BCC   | \$4,500   | \$2,000      | \$6,500                 | \$4,500   | \$6,000      | \$10,500                |

NOTE: The more loan funds you borrow during the Fall/Spring semesters, the less loan funds you will have available for the following Summer semester.

Requested Loan Period (Check One)       **FALL/SPRING** (8/21/2023 - 5/6/2024)       **FALL ONLY** (8/21/2023 - 12/18/2023)       **SPRING ONLY** (1/16/2024 - 5/6/2024)

Requested Loan Amount \$ \_\_\_\_\_      \*Please note that a loan fee of 1.057% is assessed resulting in a lesser amount disbursed to your account.

In the event that you do not qualify for a Subsidized Loan, should we process this amount as an Unsubsidized Loan?     Yes     No

I understand that to obtain a loan, I must complete and return this form to the Financial Aid Office, have a completed Master Promissory Note (MPN) on file, and have completed the online Entrance Counseling Session with the Department of Education. By signing this Loan Request Form, I give consent to initiate the loan process for the requested loan period. I understand that I must be enrolled at least half-time for a minimum of 6 credit hours at the time of disbursement in order to receive my loan funds. **(Electronic Signatures Not Permitted)**

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

|                         |            |           |
|-------------------------|------------|-----------|
| For Office Use Only     |            |           |
| GL _____                | HRS _____  | DEP _____ |
| FA STAFF Initials _____ | Date _____ |           |
|                         | REVISION   |           |
| COA                     | \$ _____   | _____     |
| EFC                     | - _____    | _____     |
| AID                     | - _____    | _____     |
| Rem. Elig               | _____      | _____     |
| SUB Amt.                | \$ _____   | _____     |
| UNSUB Amt.              | \$ _____   | _____     |

Office of Financial Aid ~ 3506 Wards Road, Lynchburg, VA 24502  
 Completed forms can be faxed to 434-832-7775 or submitted in person by visiting the Financial Aid Office.  
**Please Note:** Typed signatures are not accepted.  
 You must sign providing written signatures on documents before submission to the office.