

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. 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 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, 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, 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 enrolled 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 selected semesters. If you are applying for only one semester (fall or spring), you are only allotted to requesting half of the academic year maximum. If you borrow your academic year's full amount between fall and spring, you will have no more funds available to request in the summer!***
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 refunds are send direct deposit or 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 student's 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 will 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, Summer 2024-25

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 <small>(As defined by the FAFSA)</small> MAXIMUM ANNUAL LOAN AMOUNTS			INDEPENDENT STUDENT <small>(As defined by the FAFSA)</small> MAXIMUM ANNUAL LOAN AMOUNTS		
	SUBSIDIZED	UNSUBSIDIZED	TOTAL ANNUAL LOAN LIMIT	SUBSIDIZED	UNSUBSIDIZED	TOTAL ANNUAL LOAN LIMIT
	FRESHMAN <small>0-30 credits earned/transferred at CVCC</small>	\$3,500	\$2,000	\$5,500	\$3,500	\$6,000
SOPHOMORE <small>31 credits or more earned/transferred at CVCC</small>	\$4,500	\$2,000	\$6,500	\$4,500	\$6,000	\$10,500

****REMEMBER**

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

REQUESTED LOAN PERIOD

FALL / SPRING
 FALL ONLY
 SPRING ONLY
 FALL / SPRING / SUMMER
 SUMMER ONLY

Requested Loan Amount \$ _____
 (See eligibility chart above)

*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: _____