

**FEDERAL DIRECT LOAN CHECKLIST**

Name \_\_\_\_\_

Student ID \_\_\_\_\_

**Section 1**

Before you request a loan, please complete the following:

- Complete the [FAFSA](#).
- Complete and submit all requested financial aid requirements as listed on your [CougarTracks](#) student portal.
- Receive an award offer.
- Meet [Federal Financial Aid Satisfactory Academic Progress Policy](#) standards.
- Be enrolled in 6 or more degree applicable units toward your Program of Study.

**Section 2**

Request for a loan:

- Complete Direct Loan Entrance Counseling: [www.studentaid.gov/entrance-counseling](http://www.studentaid.gov/entrance-counseling) [Print Confirmation Page](#)
- Print completed Master Promissory Note: [www.studentaid.gov/mpn](http://www.studentaid.gov/mpn)
- Print out Loan History at <https://studentaid.gov/h/manage-loans> [Print Loan History Page](#)
- Print out completed Annual Student Loan Acknowledgement: <https://studentaid.gov/asla/> [Print Confirmation Page](#)
- Submit academic transcripts of all institutions listed on Loan History report.
- Submit a Comprehensive Student Educational Plan.
- Complete [Canvas](#) modules: College Budgeting 101 and Money Smarts and submit completed Budget Worksheet.

**Requesting & Submitting Student Loan Packet**

- Complete and sign the Federal Direct Loan Request Packet which includes: [Direct Loan Request Form](#), [Direct Loan Obligations & Responsibilities](#), [Direct Loan Acknowledgements](#).
- Submit the packet IN PERSON to the Financial Aid Office. Faxed, mailed or scanned forms will not be accepted. ORIGINAL VALID GOVERNMENT ISSUED IDENTIFICATION IS REQUIRED TO SUBMIT A LOAN REQUEST PACKET.
- Students determined to be OUT-OF-STATE residents may mail the original loan request packet documents with a notarized copy of their valid government issued ID.

- Financial Aid Staff will review your completed Direct Loan Request Packet.
- The loan certification process may take several weeks. Inaccurate or incomplete information in the Direct Loan Request Packet may delay loan processing.
- After the loan certification, students will receive an award offer on their [CougarTracks](#)/BankMobile account regarding their loan offer amounts.
- Accept/Decline loan offer amount.
- Loan funds are disbursed according to the student's selected preference through their [BankMobile](#) disbursement preference.

**Right to Cancel:** Before the loan is disbursed, you may cancel all or part of your loan by notifying your school. After your loan is disbursed, the student may notify the school in writing they want to cancel all or part of the loan within 14 days after the date the school notifies you of your right to cancel all or part of the loan or by the first day of the school's payment period, whichever is later.

If you ask the school to cancel all or part of your loan outside the timeframes described above, the school may process the cancellation request, but it is not required to do so.

Within 120 days of the date the school disburses the loan, you may return all or part of the loan. Contact your loan servicer for guidance for returning the loan.

The Financial Aid and Scholarship Office may use professional judgement to decline or reduce the loan amount requested for students at risk of default on a case-by-case basis per HEA Sec. 479 (A) (c), 34 CFR 685.201 (a)(8), DCL GEN 11-07. In circumstances when professional judgment is used, a written explanation will be provided to the student.

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

Date \_\_\_\_\_