

INSTRUCTIONS FOR COMPLETING STUDENT LOAN APPLICATION

1. **ALL FIRST TIME** Federal Direct Loan (FDL) applicants at Lehman College **MUST** complete, with a **PASSING SCORE**, the online Entrance Counseling session at:

<http://www.dlsonline.com/entrancecounseling/main-entc.asp>

You must PRINT 2 copies of the results page of the quiz at the end of the session. You must submit one signed copy of this page to the Financial Aid Office with your application packet. Repeat borrowers are strongly encouraged to complete the Entrance Counseling session as well.

2. **All loan applicants must be MATRICULATED and registered for a minimum of 6 credits.** Loan applicants must also have at least a **2.0 cumulative GPA** in order to apply for **AND** receive funds from a student loan at Lehman College (unless it is your first term at the college).
3. **If you will be attending classes during both the Summer and Fall semesters**, you must register via the telephone registration system or ESIMS for **BOTH** semesters before applying for a loan.
4. **If you plan to take loans for more than one semester during the academic year**, you must **submit** the application **for the whole academic year**. The loan will then be distributed once during each semester.

FUNDS FROM LOAN INCREASES WILL BE DISBURSED MUCH LATER IN THE SEMESTER

5. **If you are taking out a loan to cover the cost of books and/or expenses other than tuition and/or fees, be aware** that loan checks are distributed after the end of the first four weeks of classes. Summer loan funds are generally distributed in late July to early August.
6. **YOUR LOAN CANNOT BE DISBURSED UNTIL** you sign a Master Promissory Note (MPN). If you do not already have a Master Promissory Note on file, you must sign an electronic Master Promissory Note for your Federal Direct Loan(s), using your Federal PIN #, at:
<http://dlenote.ed.gov>. If you need a PIN #, you may request one at: **www.pin.ed.gov**.

If you need additional application forms, you may download them at:

<http://www.lehman.cuny.edu/financialaid/forms.html>

LEHMAN COLLEGE OFFICE OF FINANCIAL AID

Federal Direct Loan Entrance Counseling Interview

Name _____ S.S.# _____

Permanent Home Address _____

My Loan Service Provider is: FEDERAL DIRECT LOAN SERVICING CENTER

The Address is: P.O. BOX 4609, UTICA, NEW YORK 13504-4609

The Telephone Numbers are: 1-800-848-0979 BORROWER SERVICES
1-800-557-7392 CONSOLIDATION SERVICES

I UNDERSTAND THAT I HAVE THE RIGHT TO THE FOLLOWING

- Written information on my loan obligations and information on my rights and responsibilities as a borrower.
- A grace period and explanation of what this means.
- A disclosure statement, received before I begin to repay my loan, that includes information about interest rates, fees, the balance I owe, and the number of payments.
- Deferment of repayment for certain defined periods, if I qualify and if I request it.
- Forbearance, if I qualify and if I request it.
- Prepayment of my loan in whole or in part any time without an early-repayment penalty.
- A copy of my promissory note either before or at the time my loan is disbursed.
- Documentation that my loan(s) are paid in full.

I UNDERSTAND I AM RESPONSIBLE FOR THE FOLLOWING:

- Attending exit counseling before I leave school or drop below half-time enrollment.
- Repaying my loan even if I do not complete my academic program, I am dissatisfied with the education I received, or I am unable to find employment after I graduate.
- Notifying my school and the Direct Loan Servicing Center if I:
 - Move/change my address,
 - Change my name,
 - Withdraw from school or drop below half-time enrollment,
 - Transfer to another school,
 - Fail to enroll or re-enroll in school for the period for which the loan was intended,
 - Change my expected date of graduation or
 - Graduate.
- Notifying the U.S. Department of Education's Direct Loan Servicing Center of anything that might alter my eligibility for an existing deferment.
- Making monthly payments on my loan(s) after I leave school, unless my loan is in deferment or forbearance.

I have received entrance counseling materials for Direct Subsidized loan and Direct Unsubsidized Loan borrowers. I have read and I understand my rights and responsibilities as a borrower. I also understand that, as a condition of this loan, I must attend classes and make satisfactory academic progress as defined by my school.

I understand that I am receiving a loan from the federal government that must be repaid.

Student's Signature _____ Date _____

I have counseled the above student on his/her responsibilities as a borrower under the Federal Direct Loan Program.

Counselor's Signature _____ Date _____

FEDERAL DIRECT LOAN

STUDENT ELIGIBILITY:

To qualify for a loan, you must:

1. Be a citizen of the United States or a permanent resident alien.
2. Be enrolled in a program leading to a degree.
3. Have processed a Free Application for Federal Student Aid (FAFSA).
4. Be enrolled for and attending courses equivalent to at least six (6) credits for each semester of the of the loan period. An enrollment status of at least **6 credits must also exist at the time of the loan disbursement**. If the loan check arrives after completion of the semester, student must have completed at least six (6) credits for each semester of the period of the loan.

LOAN DISBURSEMENT REQUIREMENTS:

1. Your loan may not exceed your cost of attendance minus financial aid and/or Expected Family Contribution (EFC).
2. Your loan will be disbursed in two (2) or three (3) payments (depending upon duration of the loan).

LOAN PROCEDURES:

1. **You** must submit your loan application to the Financial Aid Office **in person**.
2. A. If this is your first Federal Direct Loan taken after the 1999-2000 academic year, you must sign an electronic **Promissory Note** (EMPN) using your federal PIN# at <http://dlenote.ed.gov> . You will receive a **Disclosure Statement** in the mail.
B. If you have received a Federal Direct Loan after the 1999-2000 academic year, from a school utilizing the multi-year promissory note (check with your former school) you will receive a **Disclosure Statement** in the mail.
3. The approval of your loan and the issuance of your loan check depend upon the federal loan servicer's acknowledgement of your electronically signed EMPN.
4. Loan checks will be available in Shuster 081 on assigned pick-up dates; you will receive notification of the date. You will not receive your check without your Bursar's Receipt and Lehman College I.D. card. If you have Direct Deposit, funds will be available on the disbursement date scheduled by your school.
5. If your loan check is not picked up within seven (7) days of its scheduled disbursement, it will be subject to return.

NON-PAYMENT PENALTIES:

If you fail to repay your student loan, you will be considered in default and the following may result:

- **It will** be reported to a national Credit Bureau and have a negative effect on your credit rating.
- **The entire** unpaid amount of your loan, including interest, may become due and payable immediately.
- **You will** be ineligible to receive any additional federal or state financial aid funds.
- **Your wages** may be garnished.

ADDITIONAL INFORMATION:

1. **You must complete an Exit Interview** whenever your enrollment status becomes **less than 6 credits**. At the Exit Interview, you will informed of you total student loan indebtedness as well as the following:
Your rights and responsibilities as a borrower, forbearance requirements, alternative repayment plans, loan consolidation, deferment possibilities, and the need to budget future income to meet repayment requirements.
You may complete an Exit Interview online at <http://www.dlsonline.com/exitcounseling/ecec-main.asp> . Your federal PIN# will be required.
2. You may cancel your Direct Loan up to 30 days after disbursement (provided that all disbursed loan proceeds are returned).

I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO REPAY THIS LOAN EVEN IF I DO NOT COMPLETE MY EDUCATION OR CANNOT FIND EMPLOYMENT.

Student's Signature _____ Date _____

