

2019-2020
WILLIAM D. FORD FEDERAL DIRECT STUDENT LOAN
Instructions and Important Information

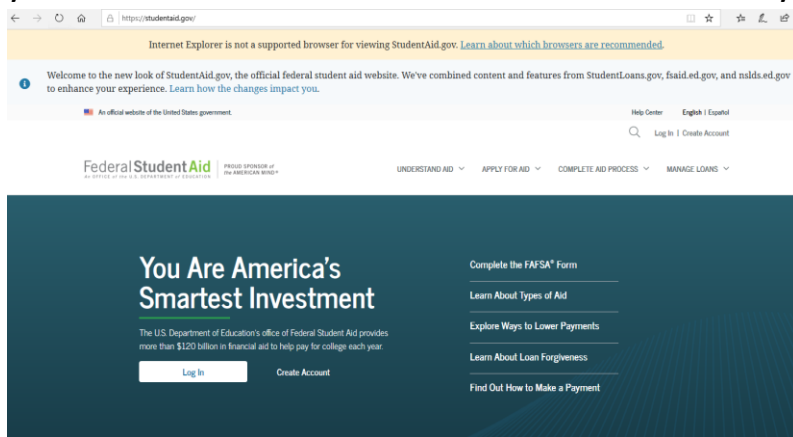
NEW FEDERAL DIRECT LOAN STUDENT BORROWERS – Complete Steps One, Two and Three below when requesting a Federal Direct Subsidized/Unsubsidized Loan as a new borrower.

TRANSFER & RENEWAL FEDERAL DIRECT LOAN STUDENT BORROWERS – Complete ONLY Step Three below when requesting a Federal Direct Subsidized/Unsubsidized Loan as a renewal/transfer borrower.

(We recommend you re-do your Entrance Counseling (Step One) if it has been more than two years since you last borrowed or if you have completely re-paid your previous loan balance. New regulations apply to those who have paid off their loans and then borrow again.)

STEP ONE:

Go to [StudentAid.gov](https://studentaid.gov) . “Sign In” using your Federal Student Aid PIN or User ID/password. Select complete aid process and then select **COMPLETE ENTRANCE COUNSELING** for an undergraduate student . Be sure to print a copy of your confirmation page for your records. An electronic confirmation will be sent to Sussex County Community College.



STEP TWO:

Go to [StudentAid.gov](https://studentaid.gov) . “Sign In” using your Federal Student Aid PIN or User ID/password. Select **UNDERGRADUATE**, select complete aid process and then select **Complete Master Promissory Note** for Subsidized/Unsubsidized Loan MPN. Be sure to print a copy of your completed MPN for your records. An electronic confirmation will be sent to Sussex County Community College.

STEP THREE:

Notify the Financial Aid Office (B Building – Room B212) of the AMOUNT and TERM of the loan you are requesting by completing the **2019-20 Federal Direct Student Loan Request Form** available on your My.Sussex Portal or on our website at www.sussex.edu/studentservices/financialaid/forms.

IMPORTANT INFORMATION

- A. You must file a FAFSA application at www.fafsa.gov **BEFORE** you can be considered for a Federal Direct Loan.
- B. You must enroll and maintain at least half-time enrollment status (6 credits) and meet all other eligibility criteria as defined by federal regulations to receive a Federal Direct Loan.
- C. Students who are approved for a Satisfactory Academic Progress (SAP) Appeal and are placed on a Financial Aid Probation status, will have their loan funds released for payment one semester at a time. Subsequent payments will be placed on “hold” until the final grades are received and reviewed.
- D. You may not be eligible for all/part of the Federal Direct Subsidized Loan. By submitting the loan request, you authorize the Financial Aid Office to award a Federal Direct Unsubsidized Loan if you are not eligible for all or part of the Federal Direct Subsidized Loan.
- E. Requests to cancel, increase and/or decrease your loan amount must be submitted to the Financial Aid Office via a written, signed request or through your Sussex email account.

If you have any questions about your student loan, please contact our office at 973-300-2270 or 973-300-2225.