

# FEDERAL STAFFORD STUDENT LOAN REQUEST FORM

## Steps to apply for a Federal Stafford Student Loan

- ✓ Complete all sections of this request form and submit it to the Financial Aid Office. Allow 3-4 weeks for processing this request.
- ✓ **First time borrowers:** You will need to complete a Master Promissory Note (MPN). You can apply online at [www.mccneb.edu/fa](http://www.mccneb.edu/fa).
- ✓ Complete entrance counseling online at [www.mccneb.edu/fa](http://www.mccneb.edu/fa)

### STUDENT INFORMATION

NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_  
Last First Middle

### ANTICIPATED ENROLLMENT - Please indicate the number of credits you intend to register for in each quarter of the academic year

Summer \_\_\_\_\_ Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_

### REQUESTED YEARLY LOAN AMOUNT

\$ \_\_\_\_\_ .00 (must be a whole dollar amount)

See Loan Limits as published on the MCC website at [www.mccneb.edu/fa](http://www.mccneb.edu/fa). Your loan amount may be reduced depending on the required Financial Aid calculations. You cannot receive more financial aid from all sources than your budgeted cost of attendance.

**IMPORTANT:** If you were awarded **work-study**, do you want to keep that part of your award? Yes  No

#### Disbursement Schedule

Proceeds from your loan will be disbursed in equal portions once per quarter according to your financial aid award schedule. If you want the loan for a shorter period of enrollment, please contact the Financial Aid Office to adjust your disbursement schedule, which may impact your eligible loan amount.

### REQUESTED CHANGE TO AN EXISTING LOAN(S)

(Complete this section only if you want to make changes to an existing loan(s))

INCREASE  
Amount of increase: \$ \_\_\_\_\_

CANCELLATION  DOES NOT APPLY

DECREASE  
Amount of decrease: \$ \_\_\_\_\_

REINSTATEMENT AFTER CANCELLATION  
Amount to be reinstated \$ \_\_\_\_\_

### ANTICIPATED COMPLETION DATE AT METROPOLITAN COMMUNITY COLLEGE

Check one:  2010  2011  2012  2013

Check one:  August  November  February  May

### CERTIFICATION

My Signature below indicates that I authorize Metropolitan Community College to transmit the information above electronically for guarantee and that I have read and understand the following:

- I must enroll in at least 6 credit hours per quarter to receive my loan.
- I must maintain Satisfactory Academic Progress in order to remain eligible for my loan.
- I understand that my loan funds will be transmitted to MCC via Electronic Funds Transfer (EFT). After paying tuition, fees, books and supplies any remaining loan funds will be distributed to me via MCC Money Card, EFT to the account I designate or by paper check.
- I may cancel all or a part of my loan by notifying the Financial Aid Office no later than 14 days after the date of notification that my loan funds have been received by the college.
- The Financial Aid Office will certify my loan for all quarters for which I am enrolled during the year.
- The Financial Aid Office will first maximize my Subsidized Stafford Loan eligibility before adding an Unsubsidized Stafford Loan.
- The Financial Aid Office may need to reduce my requested loan amount to fit within the budget for the quarter(s) I am awarded. Financial Aid budgets are adjusted annually.
- The Financial Aid Office may need to reduce my requested loan amount if it becomes aware that I am receiving outside financial assistance that was not disclosed at the time of awarding my loan(s).

My signature below certifies that the information I have provided on this form is complete and accurate to the best of my knowledge.

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