

SC4 2010 - 2011 FEDERAL DIRECT LOAN REQUEST FORM

Complete all Three sections of this form. If you leave a section blank, this form may be returned to you which may cause a delay in processing your application. **Please use ink to complete this form.**

SECTION ONE: TO APPLY FOR A FEDERAL DIRECT STUDENT LOAN YOU MUST HAVE:

- A. Completed your 2010-11 FAFSA application.
- B. Completed an **Online Master Promissory Note** at www.dlenote.ed.gov
- C. Completed **Loan Entrance Counseling** at www.dl.ed.gov (click on Entrance and Exit Counseling)
- D. Complete this form and return it to the Financial Aid Office to initiate electronic loan certification.

You will be notified in writing when: we have electronically transmitted your Federal Direct Loan eligibility to the lender; when your loan has been approved, and when your loan has been disbursed to your student account in the Business Office. **Note: This form *may* hold you in your classes, so it is your responsibility to drop your classes if you do not plan to attend.**

SECTION TWO: STUDENT INFORMATION (PLEASE PRINT)

Last Name _____ First Name _____ M.I. _____
Student ID Number (or SSN): _____
Street Address _____ City _____
State _____ Zip Code _____
Email Address _____ Program of Study _____
Phone # (____) _____

Check all semesters for which you will be enrolled at least **6 credit hours** (half time) and wish to receive a loan:

_____ Fall Credits (check one) 6-8 credits 9-11 credits 12 or more
_____ Winter Credits (check one) 6-8 credits 9-11 credits 12 or more

Anticipated Graduation Date _____

Loan amount requested: \$ _____ or Maximum eligibility *****(*must be completed*)*****

SECTION THREE: By signing this document, I authorize SC4 to release any and all necessary information relating to my Federal Direct Student Loan to the appropriate guaranty agency. I understand that the Financial Aid Office will not process this information until all eligibility requirements have been met. **I also understand that if I have registered for classes and incurred a tuition balance due, and have not been notified that my Federal Direct Loan has been approved, that I am responsible for officially dropping my classes by the deadline date. If classes are not dropped by the deadline date, I understand that I am responsible for paying any charges incurred.**

Student Borrower Signature: _____ Date: _____

Return this request form to: Financial Aid Office, 323 Erie Street, Port Huron, MI 48060 Or fax to: (810) 989-5774