

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

**Part I – Required Information:**

All **first-time borrowers** at College of DuPage **must** have Entrance Counseling and a Master Promissory Note (MPN) completed at [studentaid.gov](http://studentaid.gov). All Federal Loans are through the Direct Student Loan Program. All students must have a valid Master Promissory Note for the Direct Student Loan Program. **Failure to complete Entrance Counseling and/or the Master Promissory Note will cause the loan request to be cancelled.**

I want to: (Check ONE)	the following loan(s): Check all that apply.
<input type="checkbox"/> Accept <input type="checkbox"/> Increase <input type="checkbox"/> Decrease  <input type="checkbox"/> Cancel ***If your loan has been disbursed, you will need to complete the Return of Loan Funds Request Form and submit your voided refund check to cancel or reduce your disbursed loan amount.	<input type="checkbox"/> Subsidized <input type="checkbox"/> Unsubsidized

For the following semester(s): (Enter **total** dollar amount requested for the loan for each term. *If accepting both Subsidized & Unsubsidized on this form, enter the combined total dollar amount being requested.* \$1750 Subsidized and \$1000 Unsubsidized loans would be \$2750 for the term.) Preview your award letter in your Financial Aid Self-Service in myACCESS for your loan eligibility amounts.

Fall Semester 2020 \$ \_\_\_\_\_  Spring Semester 2021 \$ \_\_\_\_\_  Summer Semester 2021 \$ \_\_\_\_\_

**Part II – Optional Items:**

- I was awarded freshman level loans but I believe I have reached sophomore status (30+ earned credit hours) and would like to have my loans revised to the sophomore level. (View dollar amounts on page 2.)
- My parents were **denied** a PLUS loan and I wish to take out an **additional Unsubsidized Loan**. (***Must provide confirmation of a current PLUS denial.*** The maximum amount of additional Unsubsidized Loan eligibility is not to exceed \$4,000 for the year or \$2,000 per semester).
- Fall Semester 2020 \$ \_\_\_\_\_  Spring Semester 2021 \$ \_\_\_\_\_ Summer Semester 2021 \$ \_\_\_\_\_

**Part III – Student Certification:**

By initialing and signing this form,

- \_\_\_\_\_ I acknowledge that I have read **Understanding Your Federal Direct Loan Award** on the reverse side.
- \_\_\_\_\_ I further acknowledge my rights and responsibilities in applying for and in accepting this loan.
- \_\_\_\_\_ I understand that my eligibility for loan funds will be re-evaluated before each disbursement of my loan. I understand when my scheduled loan disbursement is received by the school, the loan funds will be automatically credited to my student account. Any loan funds in excess of my educational costs will be refunded to me.

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

\_\_\_\_\_  
Date

**Please return this form to:**

College of DuPage, Office of Student Financial Assistance – SSC 2220  
425 Fawell Blvd., Glen Ellyn, IL 60137 FAX (630) 942-2151 EMAIL: [loans@cod.edu](mailto:loans@cod.edu)

<b>FOR OFFICE USE ONLY:</b> ELC: Y N Date Completed: _____	MPN: Y N Date Completed: _____	SAP: Y N
STSC Enrollment: 2020FA _____ 2021SP _____ 2021SU _____	Aid at another school? Sub: _____ Unsub: _____ N	
Program of Study: _____	Fall Graduate: Y N Prorate: Y N SULA: _____	
Student Status: CAL: Y High Loans Flag: Y _____ No Parent Info: Y	Attended SBLP for Unsub Loan: Date Attended _____	
Notes: _____		
Financial Aid Representative Initials: _____ Date: _____	Form Entered by FA Rep: _____ Date: _____	

# Understanding Your Federal Direct Loan Award

Please Note: This is a loan that **MUST** be paid back.

## General Loan Eligibility

Federal Loans are available to College of DuPage students who are enrolled in at least six (6) credit hours (1000 level or above and/or approved remedial courses) each term of the loan. You must also be enrolled in classes leading to a [U.S. Department of Education approved certificate or degree](#). Loan amounts are based on your grade level at the College of DuPage, i.e. freshman or sophomore, your program of study, and your dependency status according to the Free Application for Federal Student Aid (FAFSA).

Students who receive their maximum Federal Loan eligibility during the standard academic year, i.e. Fall and Spring terms, will not have any remaining loan eligibility for the Summer term.

Students who receive a Federal Loan at another school during the same academic year will have their loan awards prorated at the College of DuPage. This may result in you not being eligible for the full loan award or not being eligible at all for a loan at the College of DuPage.

All first time Federal Loan borrowers at the College of DuPage must complete [Entrance Counseling](#) prior to receiving their loan funds. Failure to complete Entrance Counseling will prevent your loan from processing.

## Loan Limits

These are the maximum loan amounts you may borrow. The Office of Student Financial Assistance has the responsibility to lower the amount of loan requested if it is determined you are not eligible for the requested amount.

The following table shows the maximum amount of money you may borrow each academic year in Direct Subsidized and Unsubsidized Loans:

	Dependent Student <sup>1</sup>	Independent Student <sup>2</sup>
Freshman – under 30 credit hours earned	\$5,500 (maximum of \$3,500 can be subsidized)	\$9,500 (maximum of \$3,500 can be subsidized)
Sophomore - over 30 credit hours earned	\$6,500 (maximum of \$4,500 can be subsidized)	\$10,500 (maximum of \$4,500 can be subsidized)

<sup>1</sup> Except those whose parents are unable to borrow a PLUS loan.

<sup>2</sup> These limits also apply to dependent Students whose parents are unable to borrow a PLUS Loan.

## Fees and Interest Rates

There is an origination fee subtracted from the loan proceeds before each disbursement (loans are disbursed in two equal disbursements per term). This percentage is set by the Department of Education and may change during the academic year. Because of the fees, the total amount disbursed will always be less than the amount borrowed. This fee is paid directly to the Federal Government.

Interest rates will be determined each June for new loans being made for the upcoming award year, which runs from July 1 to the following June 30. Each loan will have a fixed interest rate for the life of the loan. Check your Notice of Disclosure for your interest rate.

## Completing the Master Promissory Note (MPN)

The Master Promissory Note (MPN) can be completed at [studentaid.gov](#). It is the student's responsibility to complete the Master Promissory Note. Failure to complete your MPN will stop your loan from being processed.

Once your loan has been originated, you will receive a Notice of Guarantee/Disclosure Statement (NOG/DS) from the Federal Direct Student Loan Program that provides you with the important information regarding your loan (i.e. loan period, tentative disbursement dates, disbursement amounts and interest rates).

## Disbursement of Funds

Funds will be disbursed through College of DuPage according to the dates listed on your NOG/DS. Eligibility and enrollment status will be checked at time of disbursement.

Loan funds will be disbursed based on enrollment in at least 6 credit hours and the starting dates of class sessions and will be placed directly on your student account. Any remaining loan funds in excess of your educational costs will be refunded within approximately 14 days of being placed on your account.

If you are **not actively participating in and attending** at least 6 credit hours at the time of your loan disbursement, your loan disbursement will be cancelled.

After the loan funds have been placed on your student account, you will receive an email notifying you of loan funds posted to your account. If you wish to have your loan cancelled, you must notify the Office of Student Financial Assistance **in writing** within 14 days from receipt of the notification. Complete a Return of Loan Funds Form and submit it to the Office of Student Financial Assistance.

Disbursements of loan funds will be delayed until 30 days after the start of the term (or class session) for **ALL** students. All loan funds will be disbursed in two equal disbursements per term. Any loan funds in excess of your educational costs will be refunded within approximately 14 days of being placed on your account based on your refund method.

## Conditions of the Award

1. I understand that I must enroll in at least six (6) eligible credit hours (1000-level or above or approved remedial classes) for each term of the loan. Failure to do so will result in cancellation of my loan.
2. I understand that my loan will be disbursed in two equal payments each term.
3. If I completely withdraw from all my classes or drop below half-time enrollment at any time prior to receipt of my loan funds, I will **not** be entitled to receive my loan funds.
4. I understand that if grades have posted before my loan funds are placed on my account, my loan award will be based on my successfully completed hours, which must be at least 6 credit hours. Please refer to the [Office of Student Financial Assistance Standards of Academic Progress Policy](#).
5. I understand that if I drop to zero hours **after** receiving my loan disbursement, I will be ineligible to receive any subsequent disbursements and may owe money back to the college.
6. I understand that I must be making Satisfactory Academic Progress as outlined in the [Office of Student Financial Assistance Standards of Academic Progress Policy](#). Failure to do so will result in the cancellation of my Federal Loan and/or PLUS Loan Award.

## Rights and Responsibilities

1. I understand that I have the right to cancel any portion of my loan. If I wish to cancel my loan after my funds have been disbursed, I must submit a request accompanied by any loan disbursements I've received to the Office of Student Financial Assistance within 14 days from receipt of notification.
2. I understand that in accordance with the Federal Refund Policy, if I completely withdraw from my classes before completing 60% of the term, I could owe a refund of my loan funds to the College of DuPage and to my lender. The amount owed will be based on the loan amount that was originally awarded.
3. I understand that in accordance with the Federal Refund Policy, I must be attending classes to continue receiving my loan funds.
4. If I fail to complete at least one course during the term, I could owe a refund of my loan funds to the College of DuPage and to my lender. The amount owed will be based on the loan amount that was originally awarded.
5. I understand that prior to transferring and/or graduating from the College of DuPage, I must complete [Exit Counseling](#). I must also complete Exit Counseling whenever my enrollment is less than six (6) eligible credit hours.