



Federal Direct Loan/PLUS Application 2012-13

This loan application guide explains the Federal Direct Loan/PLUS application process for all Alamo Colleges. Please read this guide thoroughly, and see the financial aid office staff if you have questions.

Allow a minimum of 10 weeks for processing.

Eligibility Requirements

- ⇒ **2012-13 Free Application for Federal Student Aid (FAFSA)** using the Federal School Code of your Alamo College Primary Institution (Northwest Vista College 033723 – Palo Alto College 016615 – St. Philip's College 003608 - San Antonio College 009163)
Northeast Lakeview College is not eligible for Federal Student Aid Programs, including Federal Direct Loans.
- ⇒ **Enroll in a minimum of 6 credit hours.**
 - Be pursuing an Associate Degree, Certificate, or Transfer Program.
 - **Not eligible:** Continuing Education (CE) courses/programs, Transient students, and ESL/ESLA courses.
 - **Not eligible:** Courses taken through *Northeast Lake View College*, they also do not count towards the 6 hour requirement.
- ⇒ **Complete the Financial Literacy program outlined on the financial aid web page. Submit the Certificate of Completion with this application, or within 10 days.**
- ⇒ **Meet Satisfactory Academic Progress (SAP) policy as "Good Standing" or with an appeal approved.**
 - Meet or exceed the minimum Grade Point Average (GPA) required per SAP policy every semester and cumulatively.
 - Meet or exceed the minimum course completion requirement per SAP policy.
 - Complete program of study within 99 hours of attempted course work (including hours attempted at other colleges).
- ⇒ **Students with a Bachelor Degree do not qualify for Federal Direct Loans unless approved through the SAP appeal process.**
- ⇒ **Loan Entrance Counseling and an electronic Master Promissory Note (eMPN) are required for all Federal Direct Loan borrowers. Loan funds cannot be processed without first completing both requirements.** (Instructions provided on back side of this page.)
- ⇒ **First-time borrowers are required to wait 30 days after classes begin before the first half of the loan funds can be released.**
- ⇒ *See back of this page for more information about Federal Direct Loan program requirements.*

Tuition & Fees Payment

Submitting a loan application does not guarantee approval and will not prevent classes from being dropped. The student is responsible to have another method of paying tuition by the payment deadline. Loan applications may not be processed in time and funds may not be received by payment deadline date.

Difference in Subsidized & Unsubsidized Loans

- **Subsidized:** the government pays the interest as long as the student is enrolled at least 6 credit hours.
- **Unsubsidized:** the student – not the government – is responsible to pay the interest even while enrolled.
- **Both loans have a 6-month grace period before repayment begins.**

Types of Federal Loans

	DEPENDENT STUDENT	INDEPENDENT STUDENT	PARENT BORROWERS
FRESHMAN (grade level 1) Completed less than 30 credit hours.	\$3,500 subsidized <u>\$2,000 unsubsidized</u> \$5,500 Maximum possible loan	\$3,500 subsidized <u>\$6,000 unsubsidized</u> \$9,500 Maximum possible loan	Parent can borrow a PLUS Parent Loan up to the cost of attendance minus all other financial aid.
SOPHOMORE (grade level 2) Completed 30 or more credit hours.	\$4,500 subsidized <u>\$2,000 unsubsidized</u> \$6,500 Maximum possible loan	\$4,500 subsidized <u>\$6,000 unsubsidized</u> \$10,500 Maximum possible loan	Parent can borrow a PLUS Parent Loan up to the cost of attendance minus all other financial aid.

Application Processing Delays/Denials

All loan applicants must read and follow the instructions on the back of this page. Step by step Loan Entrance counseling and e-Master Promissory Note instructions are listed. Failure to do so will result in loan processing delays.

See the Back!

Application Deadline Dates

Fall Semester:

Priority Date: May 1, 2012

Final Date: October 1, 2012

Spring Semester:

Priority Date: Nov. 1, 2012

Final Date: March 1, 2013

Summer Terms:

Priority Date: March 1, 2013

Final Date: June 3, 2013

PROCESSING & APPLICATION REQUIREMENTS

Apply for FAFSA!

- **2012-13 Free Application for Federal Student Aid (FAFSA) is required.** FAFSA and any other required documents **must** be on file at the students' primary institution before a Federal Direct Loan Request Form can be submitted. **Be sure to include the correct college code for the Alamo College you plan to declare as your Primary/Home Institution.**

Submit the Alamo Colleges Direct Loan Application

- Complete and submit the tear off application (included in this guide) to your College Financial Aid Office.
- **NOTE: Changing your *Primary Institution* after the loan application is processed will require student to submit a new loan application form to the new College. Allow a minimum of 10 weeks processing time for the new loan application.**

Complete the eMPN and Loan Entrance Counseling Session On-Line

- All students must complete an electronic Master Promissory Note (eMPN).
- All Parent PLUS loan applicants **must** complete an electronic Master Promissory Note (eMPN).
 - <http://www.studentloans.gov> .
 - Must have your FAFSA issued PIN number (www.pin.ed.gov).
 - Use exact Name & Social Security Number as listed on your Social Security Card & FAFSA.
 - Date of Birth.
 - Driver's License Number.
 - List two personal references with different addresses who you have known for at least three years.
- All new borrowers (not parents) must complete the Loan Entrance Counseling at; <http://www.studentloans.gov> .

Loan Application Processing

- Loan eligibility is calculated after all other aid is awarded, such as federal & state grants, federal work-study, and scholarships. Communication of loan processing or denials is posted to students account via the ACES student portal.
- **Cancellation of Loan:** Failure to maintain 6 hours minimum enrollment during any part of the loan period causes cancellation of the Federal Direct Loan. Un-claimed funds and/or future disbursements of a processed loan cannot be released as of the date student no longer meets the enrollment requirement. A new loan application is required in cases where enrollment drops to below 6 hours, and the 10 week minimum processing period may result in delay of future semester Federal Direct Loan funds resulting from the new or subsequent application submission.
- Loan applications are processed only if student is enrolled for 6 hours minimum when the application is reviewed.

Crediting Loan Funds to Students Account

- Loan proceeds are credited to your ACES Student Account after the funds arrive.
- The full loan eligibility is awarded in your ACES account, and is credited in two equal installments during the loan period. (*Loan Period examples: Fall-Spring, Fall only, Spring only, Summer terms.*)
- FEES: Loan origination fees, which are paid directly to the government, are deducted from the loan before funds are disbursed.
- Loan funds applied to the students account typically pay any outstanding balance first and any remaining loan funds are paid to the student by the College Bursars Office.
- Contact the Bursars Office for information about the refund process.
- Refunds may be issued as **Electronic Refunds** to the checking/savings account by going to the Alamo College website: click on **VIRTUAL BUSINESS OFFICE** and then to My **Electronic Refund**.

Penalty for Dropping Classes – Return of Title IV (R2T4)

Federal financial aid recipients who withdraw all courses enrolled before the completion of sixty percent (60%) of the semester or fail all courses enrolled for the semester are subject to immediate repayment of all or a portion of the funds received for the semester. The date of the final withdrawal recorded by the college Admissions Office is the official date of withdrawal. Notification will be sent to the student who will have forty-five days to repay the outstanding amount. Failure to make payment in full (payment plans are not allowed) by end of business of the forty-fifth day, requires the financial aid office to report the default status to the Department of Education. Students in default status are not eligible to receive future financial aid until the student shows proof via an official document from the Department of Education indicating the debt is paid in full or satisfactory payment arrangements have been made with the U.S. Department of Education. (HEA 668.22)



Section A: BORROWER INFORMATION

1. **Circle Primary Institution:** Northwest Vista College -- Palo Alto College -- St. Philip's College -- San Antonio College

NOTE: Changes to Primary Institution after the loan application has been processed will cause delays and will require a new application to be submitted requiring a new 10 week minimum processing period.

2. BANNER ID No. _____

6. Social Security Number: XXX/XX/ _____

3. E-mail Address _____

7. Date of Birth: ____/____/____

4. Name _____
Last First MI

8. Driver's License: State _____ # _____

5. Address _____
No Street APT#

9. Day Phone No. (_____) _____

City State ZIP

10. Are you a first-time student loan borrower? YES* / NO
(*If YES, the 30 day wait applies).

Section B: LOAN REQUEST

→ Write in your total loan request (subsidized + unsubsidized) in the appropriate box below. The specific subsidized and/or unsubsidized amounts you qualify for will appear on your ACES student account.

→ Borrowing limits for a single semester is one half of the annual maximum loan limits.
(See loan limits on page 1)

	DEPENDENT STUDENT	INDEPENDENT STUDENT	PARENT BORROWERS
FALL & SPRING 2012-13	\$ _____	\$ _____	\$ _____
FALL 2012 ONLY	\$ _____	\$ _____	\$ _____
SPRING 2013 ONLY	\$ _____	\$ _____	\$ _____
❖ SUMMER 2013 ONLY	\$ _____	\$ _____	\$ _____

❖ **Summer Loans require a separate application.** Students planning to borrow for summer 2013 are encouraged not to apply for the entire annual loan limit for the fall and spring semesters in order to save eligibility for summer.

Section C: ANSWER QUESTIONS BELOW

1) Did or will you attend another college, university or technical school other than the Alamo Colleges after July 1, 2012:
No: ____ Yes: ____ Name of Institution: _____ Attended: From ____/20__ To ____/20__

2) What will be your last projected semester of at least half-time enrollment? Semester: _____ Year _____
Note: A **Loan Exit Interview** is required by federal guidelines during **last** semester of at least half-time enrollment.

Section D: STUDENT SIGNATURE

I hereby certify that I have read the instructions and understand the eligibility requirements, application process, refund process, and deadlines.

X _____ / ____/____
Student's Signature Date

Section E: PARENT SIGNATURE AND INFORMATION

Complete this box only if borrowing a PLUS Parent Loan.

1. _____ 2. ____/____/____
Print Parent's Name Parent Social Security Number

3. _____
Full Address (Only if different from student address above.)

4. Parent Date of Birth ____/____/____

5. Citizenship Status – Circle A or B
A. US Citizenship or National
B. Permanent Resident/Other eligible Non-Citizen

X _____ / ____/____
Parent's Signature Date

S T O P – DO NOT WRITE BELOW – FOR FINANCIAL AID USE ONLY!

CAMPUS SFS USE – BANNER Eligibility and Appeal Check

Student Type: New / Returning / Transfer

Tracking Incomplete: YES / NO	Default: YES / NO	Overpayment: YES / NO	RC 2 or 4: YES / NO	Financial Literacy Tracked: YES / NO
Appeal Status: DENIED / APPROVED for: Fall Only / Fall and Spring / Spring Only / Summer Only				
Cumulative GPA: _____		Approved by: _____		
Completion Rate: _____		Loan Amount: _____		

DISTRICT SFS USE – NSLDS Check and Loan Certification

Current enrollment: <i>College</i> <input type="checkbox"/> Full-Time @ _____ <input type="checkbox"/> Half-Time @ _____	First time loan borrower: YES / NO	Aggregate Maximum Met: YES / NO	Loan amount borrowed to date: Sub \$ _____ Unsub \$ _____ Total \$ _____
Total Earned Hours: _____	Grade Level: 1 / 2		Student Status: DEP / INDEP
Loan Entrance Completed: YES / NO	Loan Period: _____		Primary/Home Institution: NVC PAC SAC SPC
A. Student Budget: (COA) \$ _____			PLUS CALCULATION:
B. (-) E.F.C.: \$ _____			\$ _____
C. (=) NEED: \$ _____			
D. (-) Fin. Aid: \$ _____			\$ _____
E. (=) Unmet Need: \$ _____			\$ _____
F. Enter amount requested OR smaller of SUBSIDIZED Eligibility:			\$ _____ SUB
G. Enter amount request OR smaller of UNSUBSIDIZED Eligibility:			\$ _____ UNSUB
H. Enter amount requested or smaller of PLUS Eligibility			\$ _____ PLUS
I. Add (F) + (G) + (H) for TOTAL not to exceed loan limits: =			\$ _____ TOTAL AWARD
Comment by Campus Reviewer: _____ Date/Initial: _____			
Recommended Disbursement Dates: 1st: _____ 2nd: _____			
District Processor: _____ Date: _____			
Notes/Comments: _____			