



## Federal Direct Stafford Loan Request Form

**Name**

Last	First	MI
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<b>Social Security Number</b>	<b>Emplid</b>	<b>Phone Number</b>
		(     )

**Please adhere to the following deadlines when submitting this form:**

Semester	Recommended Date	Final Deadline
Fall/Spring or Fall Only	July 1	October 15
Spring	October 15	April 1

**Before submitting this form, be sure that the following have occurred:**

- ◆ You have been admitted to the college in an approved plan
- ◆ Your valid FAFSA has been processed by the government and received at the college.
- ◆ You are making Satisfactory Academic Progress.
- ◆ You have completed your online Loan Entrance Counseling at <https://www.dl.ed.gov/borrower/BorrowerWelcomePage.jsp>.
- ◆ You have completed your Master Promissory Note either online at <https://dlenote.ed.gov/empn/index.jsp>.
- ◆ Enroll, attend, and **maintain** at least 6 credits hours.

Enter the amount you would like to request to borrow for each type of loan. The Department of Education will subtract 2% in fees from the amount requested.

	Fall _____	+	Spring _____	=	Total
Federal Stafford Subsidized Loan	\$ _____	+	\$ _____	=	\$ _____
Federal Stafford Unsubsidized Loan	\$ _____	+	\$ _____	=	\$ _____

If you are not eligible for the maximum amount of subsidized loan, do you want your unsubsidized loan increased if possible?  Yes  No

If you were awarded Federal Work Study, do you want those funds reduced or cancelled to permit you to borrow the maximum amount of loan?  Yes  No

How many course credits do you plan to register for during the following semesters?  
 Fall: \_\_\_\_\_ Spring: \_\_\_\_\_

My signature below certifies that I understand the terms of the loan(s) that I seek to borrow and have read and understand the Electronic Master Promissory Note and the J. Sargeant Reynolds Community College Federal Stafford Direct Loan process instructions.

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Signature	Date
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**Please Note: You must remain enrolled and attending at least 6 credit hours at the time of disbursement in order to receive loan funds.**

**Submit this form to any Campus Access Center or mail to J. Sargeant Reynolds Community College, Central Financial Aid Office, P.O. Box 85622, Richmond, VA, 23285-5622**

## Instructions for the Federal Direct Stafford Student Loan process

Federal Direct Stafford Student Loans are financial aid that must be repaid, typically 6 months from the point you are no longer enrolled or drop below 6 credit hours. Federal Direct Stafford Student Loans are subject to the same rules and regulations as Federal Pell Grants and other federal aid. Loans are to be used for expenses associated with your education. Using loan money to purchase a car, pay legal expenses, make investments, consolidate consumer debts, or pay other non-educational related debts; violates federal law and could result in the loss of your borrowing privileges at the college.

1. **Apply** to the college and be admitted into an approved Degree or Certificate plan, and be making Satisfactory Academic Progress in that plan.
2. **Complete** the FAFSA (Free Application for Federal Student Aid) for the current aid year.
3. **Provide** other documents if requested by the Central Financial Aid office. Sometimes the FAFSA data is incomplete, or a student has been selected by the US Dept of Education for Verification. If the Central Financial Aid Office needs additional information before determining your loan eligibility, please comply as quickly as possible.
4. **Complete** Loan Entrance Counseling. This can be done online at <https://www.dl.ed.gov/borrower/BorrowerWelcomePage.jsp>. Once you access this website, select the option for "Entrance & Exit Counseling" in the top right hand corner of the page.
5. **Complete** the Electronic Master Promissory note at the secure Department of Education site at <https://dlenote.ed.gov/empn/index.jsp>. Once you access this website, select the option for "Complete New MPN for Student Loans" at the bottom of the page. You only need to complete one promissory during your academic career at J Sargeant Reynolds Community College.
6. **Determine** how much you need to borrow and the loan period. All loans come in TWO disbursements. We recommend Fall/Spring loans. BEWARE of student loan debt and borrow only what you need. The maximum amounts per year are listed in the chart below. Students taking a one semester loan are only entitled to half the maximum amount per semester.

Student Type	Completed Credits	Subsidized	Unsubsidized	Annual Max (Sub+Unsub)	Total Debt Permitted
Dependent	Less than 30	\$3,500	\$2,000	\$5,500	\$31,000 (\$23,000 sub max)
Dependent	30 or more*	\$4,500	\$2,000	\$6,500	\$31,000 (\$23,000 sub max)
Independent	Less than 30	\$3,500	\$6,000	\$9,500	\$57,500 (sub+unsub)
Independent	30 or more*	\$4,500	\$6,000	\$10,500	\$57,500 (sub+unsub)

\*Note: Students taking Certificate plans that require fewer than 30 hours will not be allowed the higher amount.

7. **Complete** the Loan Request Form on or before the recommended completion date each semester. This form is available on the website or a Student Success Center.
8. **View** award at Reynolds Online within four weeks.
9. **Attend & finish your classes.** You must attend your classes to be eligible for the loan disbursements. **If you drop or withdraw to below half-time (6 credits) before your loans are disbursed, the funds will be returned.** Loans checks (balances remaining after tuition & books) will be mailed between the fifth and sixth week each semester. Please plan your finances accordingly.



Central Financial Aid Office  
Post Office Box 85622  
Richmond, VA 23285-5622