

FEDERAL DIRECT LOAN APPLICATION INSTRUCTIONS

Please file the FAFSA first at www.fafsa.ed.gov

Go to: www.studentloans.gov

***THIS IS A SEPARATE WEBSITE FROM FILING THE FAFSA**

If you do not have a FSA ID, you will need to create one. An FSA ID gives you access to Federal Student Aid's online systems and can serve as your legal signature. You can create a FSA ID on the www.fafsa.ed.gov website or you can go to www.fsaid.ed.gov.

COMPLETE ENTRANCE COUNSELING

Click on *complete entrance counseling*

Read through all of the entrance counseling pages (*be sure to choose Lawrence County Vocational School – Collins Career Center as your school*), answer the questions, then print the entrance counseling confirmation page when you have finished

COMPLETE LOAN APPLICATION (MASTER PROMISSORY NOTE)

After you have completed entrance counseling, you can now *complete the MPN* (Master Promissory Note / Loan Application) for Subsidized / Unsubsidized

Complete all sections of the MPN (you will need contact information (mailing addresses, phone numbers, etc.) for your next of kin and two personal references (addresses must be separate from each other – do not use P.O. Boxes))

Print your MPN completion confirmation page

The school will receive electronic notification that you have completed Entrance Counseling and the Master Promissory Note

PARENT LOAN

Note: If you are a dependent student and your parent is borrowing loans, they must complete a PLUS Application using their own FSA ID. They need to choose “Request a Direct PLUS Loan” and then choose “Parent PLUS”. Parent Loans are based on credit.

****** CONTACT THE FINANCIAL AID OFFICE 24 HOURS AFTER YOU HAVE COMPLETED YOUR ENTRANCE COUNSELING AND MASTER PROMISSORY NOTE TO MAKE SURE EVERYTHING WAS SUBMITTED SUCCESSFULLY ******

NOTICE: *Loan funds are NOT disbursed unless the student has completed entrance counseling, a Master Promissory Note (MPN), and has signed a loan request form with the financial aid office. It is the student's responsibility to follow up with the financial aid office to make sure all three items are completed.*