William D. Ford Direct Loan Borrower Instructions
2012-13

****ATTENTION ALL LOAN RECIPIENTS WHO HAVE ACCEPTED THEIR LOAN AWARD**** **Listed below is what you need to know to ensure you receive your William D. Ford Direct Student Loan funds in a timely manner. After you have accepted your loan award online, make sure you read the following instructions thoroughly and take appropriate action as soon as possible.**

You must now proceed to complete and submit the Entrance Counseling; and the Master Promissory Note electronically. You will be required to use the PIN Number issued to you by the U.S. Department of Education to complete the above process. If you do not have a PIN Number, you may visit the PIN Site at www.pin.ed.gov to obtain one.

Once you have access to your PIN Number, you may continue to complete your Entrance Counseling and electronic Master Promissory Note, at www.StudentLoans.gov. Failure to complete the Direct Loan process within two weeks of this notification will result in the cancellation of your student loan. Keep in mind that these electronic processes take up to 48 hours to be processed!

To submit Entrance Counseling for Subsidized/Unsubsidized Loans, you will need:

- **20-30 minutes to complete**
- **Click on "Complete Entrance Counseling"**
- **Select: I am an undergraduate student**
- **Continue to complete the four steps and make sure you complete each section or it will disable you to continue the submission process.**

To submit the Master Promissory Note, you will need:

- **20-30 minutes to complete**
- **Click on "Complete Master Promissory Note"**
- **Select the type of loan you are applying for: Subsidized / Unsubsidized**
- **Continue to complete the four steps and make sure you complete each section or it will disable you to continue the submission process.**

Be sure you allow enough time to complete the entire process during a single session. If you exit the website before submitting the Entrance Counseling or electronic Master Promissory Note you will probably have to start the process all over again. In the event you experience any problems with the above please feel free to contact us at (361) 698-1293.

Remember, you must be enrolled at least half-time (six) hours each semester to receive a student loan. You may also decline the entire loan or you may request a lower amount on your loan by contacting Financial Aid Services.

***PLEASE NOTE*: The Loan Origination Center (LOC) will be mailing you the loan disclosure notice with anticipated date of disbursements and disbursement amounts.**

ATTENTION: You must complete the required electronic promissory note and/or loan counseling session to assure payment. Should you fail to comply, you will owe money to the College.