



Chaffey College

Direct Loan Check List

1. Complete Financial Aid Application.
2. Complete Direct Loan Request Form and submit form to the Financial Aid.
3. Complete Direct Loan Online Master Promissory Note (MPN) at:
www.dlenote.ed.gov
Print confirmation page after completing MPN for your records.
4. Complete online Entrance Counseling Test at: www.dl.ed.gov
 - Click on “Entrance and Exit counseling” logo.
 - Select “Go” under Entrance counseling.
 - Select “Tutorial and Quiz (New Session)” under the Stafford Loan option.**Print confirmation page after completing the entrance counseling for your records.**
5. **Deadline to apply for loans for 2009-2010 is May 20, 2010.**
Processing time for Direct Stafford Loans is approximately 5-6 weeks after all requested loan information has been received and financial aid file has been completed.
6. Complete online Exit counseling Test at www.dl.ed.gov
IMPORTANT NOTICE: Students are encouraged to complete exit counseling test after receiving first loan disbursement.

****PLEASE SUBMIT ALL FORMS IN A TIMELY MANNER TO AVOID A DELAY IN DISBURSEMENT OF YOUR FINANCIAL AID FUNDS.**

Chaffey College

Online Master Promissory Note Process (MPN)


Step #1

Visit the website: <http://dlenote.ed.gov> and select the link on the left-hand side that reads "Complete New MPN for Student Loans".

Step #2

Select: Subsidized / Unsubsidized

Step #3

After reading the steps, click on the link on the bottom:  Please note - to complete the next step you must have already applied for your FREE 4-digit FAFSA PIN #, which can be obtained online at www.pin.ed.gov.

Step #4

Complete all information requested, then click submit.

Step #5

After reading the steps, click on the box on the bottom of the screen and continue.

I agree to use an electronic MPN and have the required hardware and software.
(Your response will be recorded and be made part of your completed MPN.)

Step #6

Complete all information requested on form:

Borrower Information

First Name:

Middle Initial:

Last Name:

SSN: 999-XX-XXXX

DOB: 12/12/19XX

School Location:

Step #7

Select "Chaffey College" from the list of schools and select "continue", verify that all of the information entered is correct, then select "Continue".

Step #8

Now, complete all of the requested information on this form, including contact information for 2 references. Once completed, click "continue" at the bottom of the screen.

Step #9

Read all information carefully and verify that all information is correct. By continuing on from this page, you are accepting the Borrowers rights and Responsibilities. Once you've read the information, click the box at the bottom stating that you have reviewed the information, and select "Continue".

Step #10

Complete the required fields: First: M.I.: Last:

Then click on

Continued on the Reverse Side 

Step #11

Read this entire page, and make sure that you disable any pop-up blockers on your computer. Select "Continue". Your MPN information will "pop up" on an additional page. There is a "confirmation code" at the bottom of the pop-up page that will need to be submitted on the original MPN page. See the examples below:

Your MPN Confirmation Code is: 88E Click here to close this window
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Step #12

Enter the confirmation code on the original MPN page, then click "Continue".

Step #13

To review your MPN and verify that all information is correct, select the [Review Signed MPN \[HTML\]](#) link. Then, select [Submit Note](#) You have officially completed your online MPN .

Step #14

An e-mail confirmation will be sent immediately, confirming your completion of your online MPN.
Print confirmation page for your records.

Step #15

If you do not receive an email confirmation of your online MPN; follow the instructions below:

- Go to website <http://dlenote.ed.gov> and click on "Retrieve MPN".
- Click on: [Proceed to PIN Site Registration](#) and enter all information requested.
- After clicking 'Submit', your completed MPN information will be available. Click on the date that your MPN was signed and it will open as .pdf document
- When the MPN copy opens, you can print a copy for your records.



Chaffey College District

2009-2010 DIRECT LOAN REQUEST FORM

Borrower Information:

Student ID: _____ Student Social Security # _____

Name: _____

(Last) (First) (Middle)

Address: _____

Street City State Zip

Birthdate: _____ Phone Number: _____

E-mail: _____ Expected Graduation Date: _____

Maximum Annual Loan Limit:

Dependent Student

Independent Student

	<i>Sub</i>	<i>Unsub</i>		<i>Sub</i>	<i>Unsub</i>
Freshman(0-29units)	\$3,500	\$2,000	Freshman(0-29 units)	\$3,500	\$6,000
Sophomore(30+ units)	\$4,500	\$2,000	Sophomore(30+ units)	\$4,500	\$6,000

Requested Loan amount: \$ _____

If you do not qualify for the subsidized loan requested, do you authorize Chaffey College to process an unsubsidized loan for the same amount? Yes No

Indicate your anticipated enrollment for the following semesters:

Fall 2009

- 1/2 (6-8.5 units)
 3/4 (9-11.5 units)
 Full-time (12 units or more)
 Not enrolled (graduate/transfer)

Spring 2010

- 1/2 (6-8.5 units)
 3/4 (9-11.5 units)
 Full-time (12 units or more)
 Not enrolled (graduate/transfer)

DEADLINE TO APPLY FOR A LOAN AT CHAFFEY COLLEGE FOR THE 2009-2010 AWARD YEAR IS MAY 20, 2010.

I understand to obtain a loan at Chaffey College, I must complete an electronic Master Promissory Note (MPN) and the Online Entrance Counseling with the Department of Education. In addition I must submit the loan request form to the Financial Aid Office. By signing this form, I give consent to Chaffey College to initiate the loan process for the requested loan period. I understand I must be enrolled for a minimum of 6 units at the time of disbursement in order to receive my loan funds. I also understand that if I completely withdraw from all coursework, federal regulations require the Financial Aid Office to perform a calculation to determine how much financial aid I have earned. I will be required to return unearned financial aid received.

Signature

Date

Chaffey College
Office of Financial Aid
5885 Haven Avenue
Rancho Cucamonga, CA 91737-3002
<http://www.chaffey.edu/finaid>

SCHOOL CODE: 001163

REFERENCES:

Please list two personal references who reside at different addresses.

1) Name: _____

Permanent Street Address: _____

City, State, Zip Code: _____

Telephone number: () _____

Relationship to Borrower: _____

2) Name: _____

Permanent Street Address: _____

City, State, Zip Code: _____

Telephone number: () _____

Relationship to Borrower: _____

For Office Use Only

COA \$ _____

EFC _____

AID _____

Aggregate Loan Amount Borrowed:

Subsidized _____ Unsubsidized _____

Is Proration Required: YES NO

Loan Amount Approved:

Subsidized _____ Unsubsidized \$ _____

FA Staff _____

Date _____