



HOW TO APPLY FOR A FEDERAL STAFFORD LOAN 2009-2010

Enrollment Services | Financial Aid & Veterans' Affairs
One College Park, Decatur, Illinois 62521-8513
217.875.7211, Ext. 274 or 277 | Fax 217.875.7783

STEP 1:

- Complete the 2009-2010 Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Richland's school code is 010879. Loan requests cannot not be processed until the FAFSA has been completed.

STEP 2:

- Complete the following forms and submit them to the Financial Aid Office. All 3 forms must be filled out completely and submitted before the Financial Aid Office can certify your loan amount.
 - 2009-2010 Institutional Verification Form
 - 2009-2010 Financial Aid Policies and Procedures Applicant's Statement
 - Federal Stafford Student Loan Program form

STEP 3:

- Complete the required Federal Stafford Loan Entrance Interview at mappingyourfuture.org.

STEP 4:

- Select **one** lender from the following list and complete the loan application at the website listed below.

Commerce Bank

<http://www.commercebank.com/personal/studentservices/loans/apply-now.asp>

National City Bank

<https://www.studentlender.com/apps/Federal/BeforeYouBegin.aspx?LoanId=8>

Regions Bank

http://www.regions.com/personal_banking/stafford_loan.rf

Wells Fargo

<https://www.wellsfargo.com/student/>

INSTRUCTIONS CONTINUED ON REVERSE SIDE

STEP 5:

- Follow your lender's directions carefully and complete the Federal Stafford Loan Master Promissory Note (MPN). **YOUR LENDER WILL NOT PROCESS YOUR LOAN REQUEST UNTIL YOU COMPLETE THE MPN.**

STEP 6 (will be completed by the Financial Aid Office):

- The Financial Aid Office at Richland Community College will be notified by the bank when your loan ready to be certified. Financial Aid will certify your loan and an 'Award Notification' will be mailed to you after your loan is certified.

Your loan amount cannot exceed the cost of attendance minus grants and/or scholarships awarded for the academic year. The Financial Aid Office cannot certify loan amounts over the cost of attendance. Grants and/or scholarships awarded to you may affect the amount of loan funds you receive.

STEP 7 (will be completed by your lender):

- You will receive notice from your lender indicating the amount of your loan and the date the lender will disburse your Federal Stafford Loan funds.