

# Federal Direct Loan Request Form

Richland Community College | One College Park | Decatur, Illinois 62521  
 Financial Aid & Veterans' Affairs Office | 217.875.7211, Ext. 6271  
 financialaid@richland.ed



Name \_\_\_\_\_ Student ID# \_\_\_\_\_ Last 4 digits of SS# \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Address \_\_\_\_\_

**STUDENT LOANS MUST BE REPAYED. LOAN INDEBTENESS IS A SERIOUS LEGAL RESPONSIBILITY. BORROW ONLY WHAT YOU NEED FOR YOUR EDUCATIONAL EXPENSES.**

- In order to qualify for a student loan, you:
  - Must complete a FAFSA and all requested financial aid documents (check Financial Aid Document Tracking in myRichland)
  - Must be enrolled in at least 6 credit hours that count towards your degree/certificate
  - Must turn a loan request form in to the financial aid office
  - Cannot be on financial aid suspension
  - Cannot be in default on a previous student loan
- Go to studentaid.gov  
 Log In with your FSA ID and password (this is the same user ID and password used on the FAFSA). Review your Loan Total under My Aid and enter amount here \_\_\_\_\_. This amount is the total of all Federal Direct Student Loans you have borrowed and will be used to complete Loan Counseling.  
Go to Complete Aid Process  
 Click on Complete Entrance Counseling. Complete Entrance Counseling for Undergraduate Student.  
 Completion Date: \_\_\_\_\_  
 Click on Complete a Master Promissory Note. Complete MPN for Undergraduate Student.  
 Completion Date: \_\_\_\_\_
- Determine your borrowing needs  
 Do you live with your family (parents, foster parents, adoptive parents, grandparents, aunts/uncles, or other relatives)?    Yes    No

**Educational Expenses**

Direct loans are to be used for educational expenses. Please list which educational expenses you will be paying with your Direct Student Loan.

**Direct Loans can be used for items such as:**

- Tuition/fees not covered by grants and scholarships
- Books and supplies
- Equipment required for classes
- Transportation costs (gas money, bus pass, etc.)
- Childcare for dependents
- Living expenses (rent, utilities, food, etc., as long as those expenses are not covered by other types of aid or assistance such as SNAP, subsidized housing, etc.)

| Expenses (be specific) | Amount  |          |        |
|------------------------|---------|----------|--------|
|                        | Monthly | Semester | Annual |
|                        |         |          |        |
|                        |         |          |        |
|                        |         |          |        |
|                        |         |          |        |
|                        |         |          |        |

4. I am requesting a loan in the amount of \$\_\_\_\_\_

- For Fall/Spring. Please view the loan refund dates in myRichland. Half of this loan is disbursed in Fall and half in Spring.
- For Fall only. This option is typically for students who are transferring/graduating after Fall. Please view the loan refund dates in myRichland. This loan will have 2 Fall disbursement dates.
- For Spring only. Please view the loan refund dates in myRichland. This loan will have 2 Spring disbursement dates.
- For Summer. Students must be enrolled in 6 credit hours to qualify for Summer loan. Please view the loan refund dates in myRichland. This loan will have 2 Summer disbursement dates.

5. I am requesting:

**Subsidized Federal Direct Loan**

*(The government pays the interest on this loan while you are enrolled in at least 6 credit hours)*

- Freshman \$3,500** *(annual combined limit for Fall, Spring, and Summer)*
- Sophomores \$4,500** *(annual combined limit for Fall, Spring, and Summer)*

**Unsubsidized Federal Direct Loan**

*(Interest on this loan accrues while you are enrolled in college)*

- Dependent Students \$2,000** *(annual combined limit for Fall, Spring, and Summer)*
- Independent Students \$6,000** *(annual combined limit for Fall, Spring, and Summer)*

6. Please initial each of the following statements:

\_\_\_\_\_ **I understand that loan money will be applied to my tuition/fees and any other money owed to Richland before a refund is issued.**

\_\_\_\_\_ I understand that these loans are subject to verification using the education expenses listed on the back of this form and may be adjusted or not processed if I request more than is allowed for educational expenses.

\_\_\_\_\_ I understand all loans will be disbursed in 2 installments.

\_\_\_\_\_ I understand that the refund dates are posted in myRichland.

Signature\_\_\_\_\_

Date\_\_\_\_\_

OFFICE USE ONLY

Dep Status/Enrollment Class:\_\_\_\_\_

Entrance Counselling:\_\_\_\_\_

Subsidized Amount:\_\_\_\_\_

Credit Hours Enrolled:\_\_\_\_\_

MPN: \_\_\_\_\_

Unsubsidized Amount:\_\_\_\_\_

Richland Community College policy prohibits discrimination on the basis of race, color, religion, sex, marital, or parental status, national origin or ancestry, age, mental and/or physical disabilities (except where they are bona fide occupational qualifications), sexual orientation, gender identity, military or veteran status, or other legally protected characteristics or conduct.