**2016-2017 Federal Loan**

**Peralta Supplemental Loan Counseling Packet**

This instruction guide is for students requesting a Federal Direct Student Loan at one of the Peralta Community College institutions: Berkeley City College, College of Alameda, Laney College or Merritt College. First time Direct Loan borrower must complete the Peralta Supplemental Loan Counseling packet. Continuing borrowers are not required, but are strongly encouraged to do so. Completion will ensure that your home campus will have all the information needed to process your loan request without delay. If you choose not to submit the Supplemental Loan Counseling packet you must contact your home campus to express your interest in borrowing and the amount you would like to borrow.

Please follow these steps carefully so your request will be considered in a timely manner.

1. Complete a 2016-2017 Free Application for Federal Student Aid (FAFSA) and submit all required documents to your home college’s Financial Aid Office before the deadline date. Your home college is the college at which you intend to complete your program of study/educational goal.

**2.** Enroll in six (6) or more units *towards your program of study/educational goal.*

1. First time borrowers must complete and pass an online “Entrance Counseling” session and quiz at www.studentloans.gov. All other borrowers are strongly encouraged to repeat “Entrance Counseling” to ensure you understand the requirements of the loan. After passing the entrance exam, print the “Proof of Completion” and submit the print out with the rest of your loan counseling documents.
2. We suggest you complete the “Financial Awareness Counseling” session at www.studentloans.gov. This Counseling tool provides critical information you need to manage your financial resources and the impact a student loan will have on your future. After completing the Financial Awareness Counseling, print the confirmation and submit it with the rest of your loan counseling documents.
3. You must complete the electronic Master Promissory Note (eMPN) at [www.studentloans.gov.](http://www.studentloans.gov/)
4. First time borrowers must complete and submit the enclosed “2016-2017 Supplemental Loan Counseling Worksheet”. All other borrowers are strongly encourage to submit this worksheet as it provides important information the Financial Aid Office will need to process your loan.
5. You will be notified of your loan approval via your Peralta email address or you can view you loan status on your Passport account. You must log into your Peralta Passport account to accept your Direct Loan offer. Failure to do so will delay your loan disbursement.

***Loan Application Deadlines:***

*Fall Only Loans – December 05, 2016*

*Fall and Spring Loans – May 01, 2017*

*Summer Loan – July 05, 2017*

**Peralta Community College District**

Berkeley City College

2050 Center Street

Berkeley, CA 94704

FAFSA School Code: 014311

College of Alameda

555 Atlantic Avenue

Alameda, CA 94501

FAFSA School Code: 006720

Laney College

900 Fallon Street

Oakland, CA 94607

FAFSA School Code: 001266

Merritt College

12500 Campus Drive

Oakland, CA 94619

FAFSA School Code: 001267

1. Students who earned a bachelor’s degree (BA/BS) will need to submit the Graduate Student Educational Objective Statement and an Appeal to be considered for a student loan.
2. You must meet Satisfactory Academic Progress in order to be eligible for a Federal Direct Loan. If you have failed to meet Satisfactory Academic Progress and do not have an approved appeal, you must submit a SAP appeal. Note: If you have been denied a SAP appeal please review your appeal Letter for information on how you may regain eligibility.
3. If your current student loan balance from prior student loan borrowing is excessive based on your educational goals and academic progress , you may be required to complete additional loan counseling with your home campus. We strongly recommend that you develop an Educational Plan with the Counseling Office to ensure you understand how long it will take you to meet your educational goals.
4. If you are a first-time borrower who borrows on or after July 1, 2013, you may only receive Direct Subsidized Loans for 150% of the published length of your program (Example: A 2 year associate degree program would have a maximum period of 3 years, which is equivalent to 150% of 2 years). Review information in the Peralta catalog to determine the length of your program.

**Loan Maximums**: At Peralta Community College District (PCCD), you must have completed 30 college level units toward your program of study to be considered a second year student. If you do not have 30 units at PCCD but have units elsewhere, outside transcripts must be submitted and evaluated by the Admissions and Records to be considered a second year student.

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| **Dependent Student** |
| Grade Level | Base Amount | Additional Unsubsidized | Total |
| 1st Year | $3,500 | $2,000 | $5,500 |
| 2nd Year | $4,500 | $2,000 | $6,500 |
| Undergraduate Aggregate Loan Limit $31,000 (no more than $23,000 may be subsidized) |

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| **Independent Student** |
| Grade Level | Base Amount | Additional Unsubsidized | Total |
| 1st Year | $3,500 | $6,000 | $9,500 |
| 2nd Year | $4,500 | $6,000 | $10,500 |
| Undergraduate Aggregate Loan Limit $57,500 (no more than $23,000 may be subsidized) |

**Information for Students and Borrowers:**

For further information about Federal Denied Credit Decision, or have questions about receipt of MPN, the following help is available:

**Federal Student Aid at www.student loans.gov**

Provides information about student loans and repayment options

**Direct Loan Application Services**

Phone Number: 1-800-557-7394; Fax Number: 1-877-623-5082

Email: codsupport@acs-inc.com

**Electronic Master Promissory Note (eMPN) services**:

Phone Number: 1-800-557-7394; Fax Number: 1-301-470-1244 Website: [www.studentloans.gov](http://www.studentloans.gov/);

**Repayment questions and services**:

Phone Number: 1-800-848-0979 Website: [www.myedaccount.com](http://www.myedaccount.com/)

**Direct Loan Consolidation Services**:

Phone Number: 1-800.557.7392 [TDD 1-800-557-7395] Website: [www.loanconsolidation.ed.gov](http://www.loanconsolidation.ed.gov/)

***Additional Information***

* Students may be required to submit academic transcripts from prior schools for evaluation upon request.
* Once all steps have been completed and you have been determined eligible, the loan will be

guaranteed and approved for disbursement.

* First-time, first-year students must wait 30 days from the first day of the term before your first Direct Loan disbursement may be made.
* Loan applicants are encouraged to complete and pass an online exit counseling session and quiz once a year through [www.studentloans.gov](http://www.studentloans.gov/). You must complete this counseling if you withdraw from school, do not return to school, or drop below 6 units.
* Students must notify the lender or current loan holder within ten (10) days of a leave of absence from school; dropping below half-time status; or a change in name, address, or phone number.
* Remember! **Student Loans must be repaid with interest.**
* Students must meet and continue to maintain Satisfactory Academic Progress.
* A student who defaults on a Federal Student Loan loses eligibility for all Federal Student Aid – including student loans.
* Withdrawing from a term in which you have received a student loan may subject you to repay a portion of your Student Loan Disbursement.
* Review the Peralta Financial Aid Webpage at <http://web.peralta.edu/financial-aid/> for further information about:
	+ Cost of Attendance
	+ Other sources of institutional, state, and federal grant aid
	+ Student rights and responsibilities
	+ Satisfactory Academic Progress standards
* Your Federal Direct Student Loan will be reported to the National Student Loan Data System (NSLDS) and will be accessible by guaranty agencies, lenders, and other institutions determined to be authorized by the Department of Education.
* For further information and disclosures about Federal Direct Student Loans at Peralta see <http://web.peralta.edu/financial-aid/196-2/federal-direct-loans/> .