2014-2015 Federal Direct Loan
Step-by-Step Application Process

This instruction guide is for students applying for a Federal Direct Student Loan at one of the Peralta Community College institutions, Berkeley City College, College of Alameda, Laney College or Merritt College. Please follow these steps carefully so your request will be considered in a timely manner.

1. Complete a 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 related to your program of study/educational goal.

3. If you have obtained a bachelor’s degree (BA/BS) you must complete and submit to the Financial Aid Office the “Graduate Student Educational Objective Statement”. The Financial Aid Office will notify you by email once you are able to proceed with the following steps.

4. If you are on disqualification, attempted over 150% of length of your declared major, or have a bachelor’s degree (BA/BS), you must submit an Appeal with a complete Student Educational Plan (SEP) to the Financial Aid Office.

5. You must complete and pass an online “Entrance Counseling” session and quiz through www.studentloans.gov. After passing the entrance exam, print out the “Proof of Completion” and submit the print out with the rest of your loan documents.

6. You must complete the “Financial Awareness Counseling” session through www.studentloans.gov. After completing the Financial Awareness Counseling, print out the confirmation and submit it with the rest of your loan documents.

7. You must complete the electronic Master Promissory Note (eMPN) through www.studentloans.gov.

8. You must complete and submit the enclosed “Worksheet for Student Borrowers 2014-2015”.

9. You must read, sign, date, and submit the enclosed “Loan Disclosure and Terms.”

10. You must complete and submit the enclosed “2014-2015 Federal Direct Loan Request Form.”

11. If you have a current student loan balance from prior student loan borrowing, you may be required to submit a “Loan Appeal for 2014-2015”.

12. New limits for first-time borrowers on or after July 1, 2013. There is now a limit on the maximum time that you can receive Direct Subsidized Loans. You may not receive these loans for more than 150% of the published length of your program. (Example: A 2 year associate degree program would have a maximum period of 3 years; 150% of 2 years). Review information in the Peralta catalog to determine the length of your program.

Peralta Community College District

Berkeley City College          College of Alameda          Laney College          Merritt College
2050 Center Street           555 Atlantic Avenue         900 Fallon Street     12500 Campus Drive
Berkeley, CA 94704            Alameda, CA 94501           Oakland, CA 94607    Oakland, CA 94619

FAFSA School Code: 014311      FAFSA School Code: 006720      FAFSA School Code: 001266      FAFSA School Code: 001267
Important!

Contact Information for Students and Borrowers:
If Students/Borrowers need assistance filling out the electronic MPN (eMPN), filing an Appeal for a Denied Credit Decision, or have questions about receipt of MPN, the following help is available:

**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:**

- Loan applicants must complete Loan Application Steps #1 through #9 to be considered for a federal student loan.
- Students may be required to submit academic transcripts from prior schools for evaluation, upon request.
- Once all steps have been completed and your eligibility for a loan has been determined, the loan will be guaranteed and approved for disbursement.
- **New!** If your loan has been approved and offered, you must log on to your Peralta Passport account to accept your Direct Loan offer. Failure to do so will delay your loan disbursement.
- Student borrowers will be notified via their Peralta e-mail and Passport account regarding loan approval status.
- Students who earned a bachelor’s degree (BA/BS) need to submit the Graduate Student Educational Objective Statement and an Appeal to be considered for a student loan.
- Loan applicants must complete and pass an online exit counseling session and quiz once a year through [www.studentloans.gov](http://www.studentloans.gov).
- 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, a name, address, or phone number change.
- 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.