



## Financial Aid

S. 16th Avenue & Nob Hill Boulevard, PO Box 22520, Yakima, WA 98907-2520

P: 509.574.6855 • Fax: 509.574.4740 • [finaid@yvcc.edu](mailto:finaid@yvcc.edu) • [www.yvcc.edu](http://www.yvcc.edu)

# 2023-2024 William D. Ford Federal Direct Stafford Loan Request Form

**IMPORTANT:** Read the Direct Loan information and procedures on the back page. First time borrowers must attach the **confirmation emails showing** that both the Entrance Counseling and the Master Promissory Note (MPN) have been completed. **We do not want a copy of the promissory note itself** from [studentaid.gov](http://studentaid.gov). Complete this form to request a Federal Direct Stafford Loan and attach documents as required. Please be aware that financial aid and other educational benefits, including Work Study awards, may affect the amount of loan eligibility. All students must attach a copy of their class schedule for the first quarter of this loan period.

Student's Last Name	First Name	M.I.
Phone	ctcLink ID Number	
Email Address	Estimated completion/graduation date	

☐ This is a request for an increase/change to my loan

I am requesting: ☐ My MAXIMUM loan for the year, or ☐ A TOTAL OF \$\_\_\_\_\_ (includes all loan(s) for this year)

### Anticipated Enrollment (required for all quarters of potential loan)

Fall 2023	Winter 2024	Spring 2024
<input type="checkbox"/> Half time (6 or more units)	<input type="checkbox"/> Half time (6 or more units)	<input type="checkbox"/> Half time (6 or more units)
<input type="checkbox"/> Three Quarter time (9-11 units)	<input type="checkbox"/> Three Quarter time (9-11 units)	<input type="checkbox"/> Three Quarter time (9-11 units)
<input type="checkbox"/> Full Time (12 or more units)	<input type="checkbox"/> Full Time (12 or more units)	<input type="checkbox"/> Full Time (12 or more units)

YVC processes one loan per year based on the student's expected enrollment. We first award the subsidized loan and then unsubsidized loan up to your request unless you specify that **you do NOT want unsubsidized funds**:

➡ **I do NOT want any Unsubsidized Stafford loan. \_\_\_\_\_ Borrower Initials**

**Track the progress of your loan approval on your Student Portal:** When we approve your loan, the dollar amount you have requested or the amount for which you are eligible, whichever is lower, will appear as a financial aid award. Your Student Portal will show the net amounts of your loan disbursements (in addition to the award itself). When aid refunds are sent to BankMobile for disbursement, a notice will be posted on your Student Portal showing the amount sent. Note that you always have the right to reduce or cancel your loan within 14 days of receipt of any loan funds.

**Notice to All Borrowers:** If a borrower has not completed entrance counseling, has not completed a master promissory note (MPN) for the current year or is not enrolled in at least 6 units processing is stopped. We will post the missing requirement in your Student Portal. Such request will not be processed until the requirements are fully met and student notifies the financial aid office to resume processing.

I understand that I am requesting a loan that I am responsible for repaying. I also understand that the calculation of loan eligibility is based on my current program of study as reflected in my registration records. If I change my program of study, I am responsible for notifying the Financial Aid Office in writing and I understand that a change in program may require that my loan eligibility be recalculated. I also understand that I am responsible for notifying my Direct Loan Servicer for changes in my address, school attended, or graduation date.

**I understand that I must be enrolled in at least 6 units for this loan**, that I must continue to meet all federal financial aid eligibility requirements including the Satisfactory Academic Progress (SAP) requirements, not borrow in excess of federal limits nor be in default on a federal loan, nor owe a repayment on a federal grant. I understand that if I am a first-time borrower at YVC, I must attach the confirmation email that I have completed both the Master Promissory Note and Entrance Counseling and, that my first disbursement will not be scheduled until after 30 days of the quarter have elapsed if I am a first time, first-year borrower. I understand that if I am completing my program within the year, my loan is subject to proration; and, if I take a loan for a single quarter, that loan will deliver in two disbursements with the second disbursement after the midpoint of the term. I understand that this loan must be used for educationally related expenses for the period I am borrowing the loan.

☐ I will use the proceeds from this Federal Direct Stafford Loan only for educationally related expenses for the period of this loan.

**I certify that the above information is true and accurate.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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# Federal Direct Stafford Loan Request Form

Federal Stafford Loans are part of the Federal William D. Ford Direct Loan Program. The program provides subsidized loans for students with need and unsubsidized loans for students regardless of need. For borrowers receiving Stafford funds for the first time, subsidized loans are limited to 150% of the length of the academic program. Thereafter, only unsubsidized loans will be available. In general, interest on subsidized loans does not begin to accrue while the student is in school (in at least half-time enrollment). However, interest begins accruing on the unsubsidized loans at disbursement. Interest/origination rates are set by Congress and are subject to change. Yakima Valley College considers students for the subsidized loan first, then with unsubsidized loan up to the student's request or eligibility, whichever is less.

Generally, YVC processes a student's full year of loan eligibility in one loan with equal disbursements between quarters. Exceptions can be made for students who are in specific programs that require exceptional expenses in the first quarter. *If this applies to you, attach a cost sheet for required first quarter expenses with your loan request form. If approved, a separate loan will be created for this quarter, and the loan will be disbursed in two disbursements as described below.* If a cost sheet is not attached to the request, the student remains responsible for arranging other financing of these additional expenses – such as personal savings, private loans, etc.

## Loan Fees, Limits, and Restrictions are subject to change.

### Currently:

- A 1.059% origination fee will be charged on each Stafford loan disbursement (subject to change for loans with first disbursements after September 30 each year).
- **Loan Limits:**
  - 1<sup>st</sup> Year Student: \$3,500/year maximum (subsidized up to need, then unsubsidized)
  - 2<sup>nd</sup> Year Student: \$4,500/year maximum (subsidized up to need, then unsubsidized)
  - 3<sup>rd</sup> and 4<sup>th</sup> Year Student in applied Bachelor programs: \$5,500/year maximum (subsidized up to need, then unsubsidized)
  - **Dependent** student: \$2,000/year additional unsubsidized loan.
  - **Independent** student: \$6,000/year additional unsubsidized loan. (\$7,000/year if 3<sup>rd</sup> or 4<sup>th</sup> year applied bachelor)
- First-year, first-time borrowers are subject to a 30-day delay before their first disbursement.
- Multiple quarter loans are disbursed in equal disbursements across quarters.
- Single quarter loans will be disbursed in two payments, with the second disbursement after mid-quarter.
- Loans for students who will attend fewer than three quarters of the year and graduate must be prorated.
- Loans are not available after the student has completed all requirements for her degree/certificate program.
- Processing times will vary. Expect one to two weeks, longer during peak processing times each quarter. All requests must be submitted with at least 4 weeks of processing time prior to the end of enrollment in the loan year.

## Procedures

1. Submit your Free Application for Federal Student Aid (FAFSA) as soon as possible after October 1 for the upcoming school year. Submit all required documents to complete your financial aid file. After receiving a notification that you have either been offered grants **or** that you do not qualify for grants, proceed with the following steps.
2. If you have not already obtained a federal FSA ID (the FSA ID used to sign your online FAFSA application electronically), obtain a Dept. of Education FSA ID from the federal FSA ID site, [fsaid.ed.gov](https://fsaid.ed.gov). You will need your FSA ID to complete steps 3 - 4 below.
3. If you are a first-time borrower, go to [studentaid.gov](https://studentaid.gov) and complete the Master Promissory Note and Entrance Counseling. If you borrowed a loan at YVC last year, you may skip to #6 below.
4. If you are a first-time borrower or your MPN has or will expire soon, access the Master Promissory Note (MPN) at [studentaid.gov](https://studentaid.gov) and complete your MPN.
5. After you complete the MPN and Entrance Counseling, you will be emailed confirmations that you have met these requirements. Print or save a copy of each **EMAIL** and attach it to your loan request form.
6. After you have completed steps 1 - 5, complete and submit this Stafford request form to the Financial Aid Office in person or email at [finaid@yvcc.edu](mailto:finaid@yvcc.edu). First time borrowers at YVC must attach the copies of the confirmation email for the required Entrance Counseling and the MPN. All borrowers must attach a copy of their class schedule for the first quarter of the loan period.

After these steps are completed and our office has determined your Direct Loan eligibility and transmitted your loan records to the Dept. of Ed, your loan funds will be ready for disbursement, but no earlier than the Friday before the start of each quarter (except loans for first time borrowers must wait 30 days). If the quarter is already in progress, your funds will be disbursed to you as quickly as possible.

Disbursement dates on the Federal Loan Disclosure Statements reflect when funds are available from the U.S. Treasury, not the date of disbursement to the student. All disbursements are scheduled within the loan/enrollment period. All inquiries about disbursements need to be made before the end of the loan period. Undisbursed aid may be canceled during periodic reconciliation of the loan accounts.