

William D. Ford Federal Direct LOAN REQUEST INSTRUCTIONS

STUDENT LOANS HAVE TO BE REPAID

Before submitting a loan request, students must meet the following requirements:

- Have a FAFSA on file
- Enroll in at least 6 credit hours that count toward current degree
- Eligible to receive federal aid with Financial Aid Satisfactory Academic Progress (SAP) All Red Flags Completed

**Check your SFCC email regularly; this is how we will primarily contact you.

STEP #1: EMAIL LOANREQUEST@SFCCMO.EDU

From Student Email

- Student ID #:
- Semester(s) Requesting (Fall/Spring, Fall/Spring/Summer)
- Degree You Are Seeking
- Total bill owed (listed in PayMy Bill)

Emails with just your student ID will NOT be accepted.

STEP #2: COMPLETE DOCUMENTS BELOW

Experience > Financial Aid > Check My Financial Aid

- Loan Request Data Sheet
- Notice of Understanding

Once Step#1 is completed, you will be sent instructions on where to access the Notice of Understanding and the Loan Request Data Sheet

STEP #3: STUDENTAID.GOV

New Borrowers and first-time borrowers at SFCC:

- Loan Entrance Counseling (Only required for first time borrowers)
- Master Promissory Note (MPN) (Required for all borrowers)

**You must complete both from Studentaid.gov before your loans will pay.

Financial aid pays to student accounts based on current credit hours attending at the time of disbursement. Students must be attending at least 6 credit hours for student loans to pay. Late starting classes and less than full-time enrollment will impact timing and amounts of financial aid awards. Loans for first time borrowers will not disburse until 30 days after processing.

EMAIL LOANREQUEST@SFCCMO.EDU WITH ANY QUESTIONS

**If you are enrolled in a pre-program or a certificate program that is less than one year in length, your loans are subject to limitations as defined in SFCC's Financial Aid Policies and Procedures.