



COMPLETE THE DIRECT LOAN PROCESSING FORM

If you want to request a direct loan for the award year, you must complete the **Direct Loan Processing Form**.

Additional requirements to request a direct loan can be viewed on our website at: https://www.kbcc.cuny.edu/financialaid/downloadableforms_new.html

The following steps provide instructions on how to access the **Direct Loan Processing Form** in CUNYfirst Self-Service.

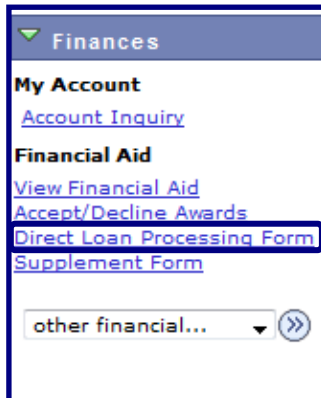
STEP# 1: Login to CUNYfirst at

<https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the menu on the left

STEP# 3: Navigate to **Self Service** followed by **Student Center**.

STEP# 4: Under the **Finances** section, click the **Direct Loan Processing Form** link.



STEP# 5: Enter **KCC01** for your Institution and **2020** for the Aid Year, then click **OK**.

Institution:	<input type="text" value="KCC01"/>	<input type="text" value="Kingsborough CC"/>
Aid Year:	<input type="text" value="2020"/>	<input type="text" value="Federal Aid Year 2019-2020"/>
<input type="button" value="OK"/>	<input type="button" value="CANCEL"/>	

STEP# 5: Indicate the loan type by placing checkmarks in the checkbox next to **Direct Subsidized Loan** and/or **Direct Unsubsidized Loan** then type in the amount you wish to borrow for **Loan Amount Requested \$**. You must also indicate how many credits you anticipate you will be registered for in each of the boxes next to **Anticipated Credits For Semester(s)**. For the **Loan Period** you must answer the questions by indicating either **Yes** or **No** for questions 1 through 3. Place a checkmark on the checkbox under the **Applicant Certification**, then click **Save**.

Direct Loan Processing Form

KCC01 Kingsborough CC 2019 Financial Aid Year 2018-2019

Borrower information to be completed by student

1. Loan Type: Select the check box for the loan type that you are requesting and enter the loan amount requested. Remember: interest is charged on the Direct Unsubsidized loan from the day the funds are disbursed through the day the loan is repaid in full.

Direct Subsidized Loan: The federal government subsidizes (pays) the interest that accrues on the loan while a borrower is enrolled at least half time and during approved deferment and grace periods. Eligibility for subsidized portions of the loan are based on financial need as measured by the FAFSA.

Direct Unsubsidized Loan: The borrower is fully responsible for paying the interest that accrues on the loan while in school from the date of disbursement.

Direct Subsidized Loan Loan Amount Requested (\$): 0.00

Direct Unsubsidized Loan Loan Amount Requested (\$): 0.00

2. Anticipated Credits For Semester(s) You Wish To Apply For The Loan (must be enrolled for a minimum of six credits per semester):

Summer: Fall: Spring:

3. Loan Period: Loan requests are processed for the Fall/Spring semester except where enrollment is for one semester. Loan disbursements will be made in two equal payments for the loan period certified.

1. Will you graduate at the end of the Summer semester? Yes No

2. Will you graduate at the end of the Fall semester? Yes No

3. Will you graduate at the end of the Spring semester? Yes No

Applicant Certification : You should know that loans processed for Summer/Fall/Spring are the same amount as if they were processed for Fall/Spring. The amount of the loan is not greater. The disbursement period is simply longer with three payments instead of two payments.

Your signature certifies that you understand that this request form is not a promissory note. You must fill out, sign and return the actual promissory note at a later date. Further, you understand that eligibility for Federal Direct loans will be determined by the Office of Financial Aid based on federal law. Federal policy requires students to maintain half-time enrollment (6 credits) in order to receive the disbursement of Direct Loan funds. No request for a Direct Loan can be processed until the Office of Financial Aid has received the results of your FAFSA either printed or in electronic form, collected any required documentation and determined your application information to be correct.

The applicant affirms that the information here is true and accurate. By checking the box you are providing your electronic signature for the Direct Loan Form.

SAVE CANCEL

You have now completed your **Direct Loan Processing Form!**

Please note you can also submit a Direct Loan Paper application with the Financial Aid Office in Room U-201. **To Access KBCC's Online Form visit www.KBCC.cuny.edu -> QUICK LINKS - > Financial Aid Office- > Downloadable Forms -> Fall 2019-Spring 2020**