

**Student Information**

_____	_____	_____	_____	<b>880-</b> _____
<i>Last</i>	<i>First</i>	<i>MI</i>	SSN	<i>SID</i>
_____			_____	_____
<i>Permanent Street Address/PO Box (include both)</i>			<i>Date of Birth</i>	<i>Email</i>
_____			(____)	_____
<i>City</i>	<i>State</i>	<i>ZIP</i>	<i>Phone</i>	

**Loan Details**

(an incomplete application will result in a delay of funds)

**The following must be completed before we will accept your Student Loan Request Form.** Failure to have these items completed will delay your loan.

When did you complete the online Stafford Loan **Entrance Counseling**? Date: \_\_\_\_\_ (Estimate if not known)

When did you complete the **Master Promissory Note** for Federal Stafford Loans with your lender? Date: \_\_\_\_\_ (Estimate if not known)

**Lender Choice**

You may choose **any** eligible participating Federal Family Education Loan Program lender.

Name of lender: \_\_\_\_\_ Lender Code (if known) \_\_\_\_\_

**For students awarded Work-Study:**

Do you want to KEEP the Work Study part of your award?  **Yes**  **No** (work-study awarded amounts will likely reduce loan eligibility)

**Disbursement Schedule**

**30 day delay requirement:** If you are a first time Stafford Loan borrower who is attending your first year at Highline, your first loan disbursement cannot be made before the 30<sup>th</sup> day into your first quarter of enrollment. **Multiple Disbursements requirement:** If you are receiving a loan which covers only one quarter, the loan must be disbursed in two equal disbursements with the second half of the loan amount disbursed half-way through the quarter. For loans covering multiple quarters, the loan amount will be divided evenly among each of the quarters in the academic year for which you are eligible to receive financial aid. If you want the loan to cover only a portion of your academic year, please indicate which quarter(s) you want the loan to cover by listing them here:

\_\_\_\_\_

**Requested Loan Amount**

(combined total of Subsidized and Unsubsidized Stafford Loans for the **full Academic Year**).

\$ \_\_\_\_\_ .00 (Total amount requested for the full academic year – or particular quarter(s) as specified above under Disbursement Schedule.)

See Loan Limits provided with the HCC Participating Lenders List. **Your loan amount may be reduced** depending on the required Federal Aid calculations.

**Borrower Certification**

My Signature below indicates that I authorize Highline Community College to transmit the information above electronically for guarantee and that I have read and understand the following:

- I must enroll in and maintain **at least 6 credits** to be eligible for a Stafford loan
- I understand that my loan funds may be transferred by the lender to Highline CC via Electronic Funds Transfer (EFT). After paying tuition and fees, any remaining loan funds will be distributed to me via a paper check, typically within 3 business days.
- I may cancel all or a part of my loan by notifying the Financial Aid Office no later than 14 days after the date of notification that my loan funds have been received by the college.
- I must maintain Satisfactory Academic Progress according to the published Financial Aid Policy in order to remain eligible for my loan.
- I understand that the Financial Aid Office will certify the maximum Subsidized Loan eligibility before adding an Unsubsidized Loan.
- I understand that my requested loan amount may be reduced to fit within the budgeted cost of attendance less other aid received for the quarter(s) awarded.

My signature below certifies that I understand the statements above and the information I have provided on this form is complete and accurate

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Highline Community College is committed to the concept and practice of equal opportunity for all its students, employees, and applicants in education, employment, services and contracts, and does not discriminate on the basis of race or ethnicity, color, national origin, age, disability (handicap), sex, gender, sexual orientation, marital status, creed, religion, or status as a Vietnam-era or disabled veteran status, political affiliation, or belief, citizenship/status as a lawfully admitted immigrant authorized to work in the US, or presence of any physical sensory, or mental disability, except where a disability may impede performance at an acceptable level. In addition, reasonable accommodations will be made for known physical or mental limitations for all otherwise qualified persons with disabilities.

Students who need disability accommodations should contact Access Services in Building 99, 1<sup>st</sup> Floor, room 150 in Community & Employment Services, email: access@highline.edu, phone: (206) 878-3710 ext. 3857 TDD/VP (206) 870-4853

## STEPS TO APPLY FOR A FEDERAL STAFFORD STUDENT LOAN

ONLINE LINKS TO ALL THIS INFORMATION IS AVAILABLE AT: [www.elmselect.com](http://www.elmselect.com)

1. Complete the online Stafford Loan **Entrance Counseling** at [www.mappingyourfuture.org](http://www.mappingyourfuture.org).
  - This is required for the first time you get loans at Highline. **Do this step first to help you through the following steps.**
2. Complete a **Master Promissory Note (MPN)** for Federal Stafford Loans with the lender of your choice.
  - Links to the lender websites are online at [www.elmselect.com](http://www.elmselect.com) or go directly at your lenders website to complete and electronically sign your MPN. *If you already have a valid MPN on file with the lender, you may not need to complete a new MPN. Check with your lender to be sure your MPN is still valid for new loans.*
3. Complete a **Student Loan Request Form** and return it to the Financial Aid Office **AFTER** you have completed the steps above.
  - We will not accept the loan request form until your financial aid file has been reviewed and you are sent the initial financial aid award letter or notification that you do not qualify for grants. You must be **registered in at least 6 credits** before we will begin to process your loan certification.

\*\*\* Allow 3-4 weeks for processing after all of the above is completed.

## STAFFORD LOAN LIMITS

Base Subsidized and/or Unsubsidized	Additional Unsubsidized	Total Stafford Maximum Eligibility**	Student Type
\$ 3,500	\$2,000	<b>\$5,500</b>	<b>Dependent / first year</b>
\$ 4,500	\$2,000	<b>\$6,500</b>	<b>Dependent / second year</b>
\$ 3,500	\$6,000	<b>\$9,500</b>	<b>Independent / first year</b>
\$ 4,500	\$6,000	<b>\$10,500</b>	<b>Independent / second year</b>

**\*\*PLEASE NOTE:** Amount of loan eligibility cannot exceed your budgeted Cost of Attendance minus all other financial assistance you are receiving. Your eligible loan amount may be less than these limits; you will receive an updated award letter with your loan eligibility after we process your loan request form.

## STAFFORD LOAN INTEREST RATES EFFECTIVE FOR NEW LOANS MADE 7/1/2009 – 6/30/2010

Subsidized Stafford portion: 5.6% Fixed Rate  
Unsubsidized Stafford portion: 6.8% Fixed Rate

During eligible In-School, Grace, and Deferment Periods, the federal government pays the interest on the Subsidized portion of your Stafford Loans. Interest may be added to your loan balance (capitalized) by your lender on the unsubsidized portion of your loan quarterly

**You may choose any eligible participating lender when borrowing Federal Stafford Loans.**

**The lender list is in no way an endorsement of the products or services offered by these companies; there are many other lenders throughout the country which can provide Federal Stafford loans for you.** If you would like to use another lender, simply notify the financial aid department of the lenders' name, address, phone number and Federal Lender Code.

This participating lenders list was compiled after reviewing responses to a Request For Information (RFI) which was publicly announced to the entire Washington Financial Aid Association membership. The RFI was open to all eligible lenders to respond. Details of criteria used are available in the financial aid office. The list of lenders is in order of the scores tabulated from highest to lowest.

Highline Community College subscribes to the Code of Conduct pertaining to participation in the Federal Family Education Loan Program. A copy of the Code of Conduct is available on our website. If you would like a paper copy of this document, please contact anyone in the financial aid office.

## PARTICIPATING FEDERAL STAFFORD LOAN PROVIDERS

LOANS ARE PROCESSED WITH A FEDERAL GUARANTY USING NORTHWEST EDUCATION LOAN ASSOCIATION (NELA) [WWW.NELA.NET](http://WWW.NELA.NET)

<b>SALLIEMAE</b> PO BOX 9425 WILKES-BARRE, PA 18773-9425  <b>LENDER CODE 802218</b> Tel: 888.272.5543 <b>www.salliemae.com</b>	Federal Origination Fee Federal Default Fee Other loan discounts	0.5 % charged to borrower, deducted from loan disbursement 1.0 % charged to borrower, deducted from loan disbursement 0.25% Interest Rate Reduction when payments are scheduled using ACH or Automatic Payments
Check website for additional information and to complete your Stafford Master Promissory Note		

<b>NATIONAL EDUCATION</b> 200 W. MONROE ST. SUITE 700 CHICAGO, IL 60606  <b>Lender Code 834378</b> Tel: 800.345.4325 <b>www.nationaleled.net</b>	Federal Origination Fee Federal Default Fee Other loan discounts	0.5 % charged to borrower, deducted from loan disbursement 1.0 % charged to borrower, deducted from loan disbursement 0.25% Interest Rate Reduction when payments are scheduled using ACH or Automatic Payments
Check website for additional information and to complete your Stafford Master Promissory Note		

<b>EDAMERICA</b> 120 NORTH SEVEN OAKS DRIVE KNOXVILLE, TN 37922  <b>Lender Code 831453</b> Tel: 800.337.1009 <b>www.edamerica.net</b>	Federal Origination Fee Federal Default Fee Other loan discounts	0.5 % charged to borrower, deducted from loan disbursement 1.0 % charged to borrower, deducted from loan disbursement 0.25% Interest Rate Reduction when payments are scheduled using ACH or Automatic Payments
Check website for additional information and to complete your Stafford Master Promissory Note		

<b>NELNET</b> PO BOX 82596 LINCOLN, NE 68501-2596  <b>Lender Code 833669</b> Tel: 877.804.3603 <b>www.nelnet.com</b>	Federal Origination Fee Federal Default Fee Other loan discounts	0.5 % charged to borrower, deducted from loan disbursement 1.0 % charged to borrower, deducted from loan disbursement 0.25% Interest Rate Reduction when payments are scheduled using ACH or Automatic Payments
Check website for additional information and to complete your Stafford Master Promissory Note		

<b>DISCOVER STUDENT LOANS</b> PO BOX 30947 SALT LAKE CITY, UT 84130-0947  <b>LENDER CODE 831312</b> Tel: 877.728.3030 <b>www.discoverstudentloans.com</b>	Federal Origination Fee Federal Default Fee Other loan discounts	0.5 % charged to borrower, deducted from loan disbursement 1.0 % charged to borrower, deducted from loan disbursement 0.25% Interest Rate Reduction when payments are scheduled using ACH or Automatic Payments
Check website for additional information and to complete your Stafford Master Promissory Note		

**Additional lenders** which have previously made loans to Highline Community College students and which may continue to make subsequent loans:

<b>Bank of America</b>	824421	Loans processed with Federal Guaranty using Great Lakes Higher Education Corp.
<b>Nellie Mae</b>	829076	Loans processed with Federal Guaranty using Nela
<b>Wachovia</b>	830005	Loans processed with Federal Guaranty using Nela
<b>Western States Learning Corp.</b>	827283	Loans processed with Federal Guaranty using Education Assistance Corporation (EAC)
<b>Wells Fargo</b>	807176	(Will only make additional loans to students who previously borrowed while attending Highline)

**Recently Discontinued Lenders:**

**Key Bank** will no longer accept new applications effective December 2009.

**US Bank** no longer accepts new applications effective September 2009.