How to Apply for a Direct Loan

All students applying for a Federal Direct Loan must go on-line to: www.StudentAid.gov. You will need your FSA ID to log in – it is the same log in you used for the FAFSA. You must register for and attend at least half time (6 credits per semester) at all times to receive a loan. Complete all three of the following steps below to receive your Direct Loan.

CCCC requires all students to complete a new MPN and Loan Counseling each academic year. If you get a message that your Loan Counseling is complete, click CONTINUE to complete this year’s session.

1. **Complete Entrance Counseling** go to: StudentAid.gov
   - Click Log In
   - Enter FSA ID & FSA ID Password
   - Click Log In and then Accept
   - Click Complete Loan Counseling
   - Click Start button for Entrance Counseling
   - Using drop down choose state and school and then click Notify this School
   - Select Student Type “I am completing entrance counseling to receive a direct loan as an Undergraduate Student” (on the right)
   - Click Continue and complete the process until finished.

2. **Complete a Master Promissory Note** go to: StudentAid.gov
   - Once Entrance Counseling is completed, click My Homepage at the bottom
   - Click Loan Agreement (Master Promissory Note)
   - Click Start MPN for Subsidized/Unsubsidized Loans
   - Complete Subsidized/Unsubsidized MPN
   - Complete Borrower’s Information
   - Continue until completed.

3. **Complete Loan Request Form:**
   - Complete side 1 of this form from your name through the first signature line
   - You must list the amount you wish to borrow on side 1
   - Return the Loan Request Form to the Financial Aid Office

The Financial Aid Office will finalize your loan(s) based on the amount you requested and the limits imposed by federal student aid regulations. We will award you as much as possible in a subsidized loan. The exact amount and type of loan will be on the updated award letter that you will receive from the Financial Aid Office after your loan has been processed. The amount will also be available on CampusWeb.

Most loans are for the full year and you will receive half of your requested funds in the fall and the other half of your funds in the spring. One semester loans will have two disbursements – the second at least half way through the semester. Aviation program student loans receive two disbursements per module. You must be registered for at least 6 credits to receive a loan.

Your loan will be applied to your student tuition and fees account. Most financial aid, including student loans, is disbursed six to eight weeks after the beginning of each semester; therefore, you should plan your budget accordingly. You must also maintain at least half time enrollment (6 credits per semester) at all times.

If you withdraw from all of your classes or stop attending after receiving your loan disbursement, the loan will be prorated by the number of days that you attended classes and a portion of your loan disbursement may be returned to the federal government. You will owe the returned amount to the Business Office.

If you have any questions, please call the Financial Aid Office at 774.330.4393 or email finaid@capecod.edu.

Revised: 03/18/21 sa
Federal Direct Student Loan  
2021-2022 LOANREQUEST FORM

Name ___________________________________ CCCC ID # __________________________

_____ I plan/am attending CCCC for Fall & Spring semesters. (Loans are split 50% between each semester.)

_____ I plan/am attending CCCC for Fall 2021 only (transferring or graduating - not eligible for Spring aid).

_____ I plan/am attending CCCC for Spring 2022 only (beginning Jan 2022).

_____ I will be attending the CCCC Aviation Maintenance program.

*** All loans must be disbursed in at least 2 payments whether 1 semester or the full year. ***

Loan processing starts at StudentAid.gov  Step-by-step instructions on reverse side of this form. Federal Direct Loan Amount Requested $______________________________

You must fill in an amount

I understand that I must register and attend at least 6 credits per semester to receive and keep this loan.

Signature: _______________________________________________________________________ Date ______________

Return completed form to the Financial Aid Office:
Financial Aid Office  
Cape Cod Community College  
2240 Iyannough Road  
West Barnstable, MA 02668-1599  
finaid@capecod.edu  
Phone: 774-330-4393  Fax: 508-375-4026

***** COMPLETE BELOW TO CHANGE LOAN *****

REQUEST TO INCREASE LOAN AMOUNT

I wish to increase my Federal Direct Loan for the Fall ☐ Spring ☐ Both semesters.

Please increase my loan by this amount: $______________________________

Signature: _______________________________________________________________________ Date ______________

REQUEST TO CANCEL LOAN

I wish to cancel my Federal Direct Loan for the Fall ☐ Spring ☐ Both semesters.

Please cancel this amount of my loan: $______________________________

Signature: _______________________________________________________________________ Date ______________

REQUEST TO REINSTATE LOAN

I wish to reinstate my Federal Direct Loan for the Fall ☐ Spring ☐ Both semesters.

Please reinstate this amount of my loan: $______________________________

Signature: _______________________________________________________________________ Date ______________