Solano Community College

Office of Financial Aid

Requirements for submitting a Direct Loan Application:

Please read and complete the following requirements before submitting your Direct Loan Application.

Note: All requirements must be satisfied before a Direct Loan Application can be submitted.

1. ***Complete $MART BORROWER WORK$HOP***

   Workshops will be offered at the Fairfield main campus, as well as the Vacaville and Vallejo Centers.
   For workshop schedule, please visit http://www.solano.edu/financial_aid/dates.php

   o All attendees must be on time for the workshop. If you arrive late, you will not be admitted. Availability is first come first serve.
   o Children are not allowed in the workshop.
   o Students must stay for the entire length of the workshop. Proof of participation (**Confirmation Form**) must be submitted with loan documents.
   o All attendees must submit a non-expired government issued photo I.D. Current driver's license or California I.D. card.

   THERE ARE NO EXCEPTIONS TO THE ABOVE RULES

2. **Complete and submit the 5 page SCC Direct Student Loan Application Form and requirements.**

   o Direct Loan Application is available at http://www.solano.edu/financial_aid/direct.php

3. **Submit a current comprehensive Student Educational Plan**

   o Contact Counseling Office at 707-864-7101 or go to www.solano.edu and click on Counseling to make an appointment for a Student Ed Plan. (SEP) (Note: Ed plan **must include all semesters that student plans to attend Solano Community College)**

4. **Submit a copy of your LOAN HISTORY information to the Financial Aid Office.**
   *Please access your loan history even if you have not borrowed in the past as instructed below, and **submit a screen print** to the Financial Aid Office.*
   o Go to the National Student Loan Data System (NSLDS): http://www.nslds.ed.gov/
   o Use the Personal Identification Number (PIN) that was established when you completed your FAFSA online. If you do not remember your PIN, visit http://www.pin.ed.gov. (Be sure to keep your PIN safe and secure.)
   o Enter your PIN, Social Security Number (SSN), the first two letters of your last name, and your date of birth to confirm your identity.
   o View the Financial Aid Review screen, which lists details about your prior loans. If you have questions about this screen, call the U. S. Department of Education at 1-800-4FEDAID (1-800-433-3243).

5. **Non expired government issued photo I.D. is required:**

    o   Present a current CA driver's license or CA I.D. for staff to copy when submitting the Direct Loan Application.

Steps to take once Direct Loan Application has been Submitted:

1. **Complete ENTRANCE COUNSELING**

    o   **Complete the online entrance counseling** at www.studentloans.gov
    o   This online tutorial reviews basic facts about the Federal Direct Loans, and your rights and responsibilities as a borrower.

2. **Complete your MASTER PROMISSORY NOTE**

    o   **E-sign the Master Promissory Note (MPN)** online at www.studentloans.gov
    o   To complete the MPN, you will need your U.S. Dept. of Education PIN to sign your MPN electronically.
    o   After you sign your MPN, electronic notification will be sent to SCC.

Steps to take if a Federal Direct Loan is approved:

Please be aware if your loan is approved Solano Community College requires the below items to be completed before release of your second scheduled disbursement.

1. **Attend an in person Financial Literacy Workshop.**
    Workshops will be offered at the Fairfield main campus, as well as the Vacaville and Vallejo Centers.
    For workshop schedule, please visit http://www.solano.edu/financial_aid/dates.php
    o   All attendees must be on time for the workshop. If you arrive late, you will not be admitted. Availability is first come first serve.
    o   Children are not allowed in the workshop.
    o   Students must stay for the entire length of the workshop. Proof of participation (**Confirmation Form**) must be submitted to the Financial Aid office.
    o   All attendees must submit a non-expired government issued photo I.D. Current driver's license or California I.D. card.

2. **Create an online account with loan servicer.**
    o   Servicer information can be found by visiting the National Student Loan Data System (NSLDS): http://www.nslds.ed.gov/

Loan Applications will _NOT_ be accepted, processed or awarded if _ALL_ the above steps have not been completed. After all the steps have been completed, return completed application and requirements to the Financial Aid Office. Any updates or additional requirements to your application status will be placed on your MySolano Financial aid tab.