
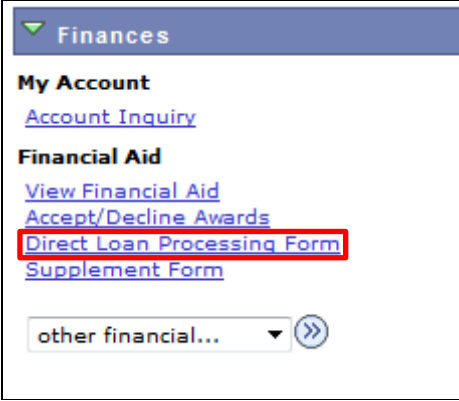






Submit Direct Loan Processing Form

Students may use Self Service to apply on-line for either (or both) a subsidized or unsubsidized direct loan using an electronic signature.

Note: Parts of images may be obscured for security reasons.

| Step | Action |
|------|--|
| 1. | Enter https://home.cunyfirst.cuny.edu in your browser's address bar: <ul style="list-style-type: none"> • Enter your Username and Password and click the  Go icon. • From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2. | Navigate to: <u>Self Service > Student Center</u> . |
| 3. | <div data-bbox="394 617 850 1015" style="border: 1px solid black; padding: 5px;">  <p>The screenshot shows a 'Finances' menu with the following items: 'My Account', 'Account Inquiry', 'Financial Aid', 'View Financial Aid', 'Accept/Decline Awards', 'Direct Loan Processing Form' (highlighted with a red box), and 'Supplement Form'. Below the menu is a dropdown menu labeled 'other financial...' with a right-pointing arrow icon.</p> </div> <p>In the Finances section, click the Direct Loan Processing Form link.</p> |

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| <p>4.</p> | <div data-bbox="401 245 1283 602" style="border: 1px solid black; padding: 10px;"> <p>Student's Direct Loan Processing Form</p> <hr/> <p>Institution: LEH01  Lehman College</p> <p>Aid Year: 2014  Financial Aid Year 2013-2014</p> <p>OK CANCEL</p> </div> <p>On the Direct Loan Processing Form page, click the Institution  Look Up icon and then select the correct Academic Institution, Description, or Short Description link.</p> |
| <p>5.</p> | <p>On the Direct Loan Processing Form page, enter the four digit year or click the Aid Year  Look Up icon and then select the Aid Year or Description link.</p> |
| <p>6.</p> | <p>Click the OK button.</p> |

7.

Student's Direct Loan Processing Form

12345678 Student Lehman LEH01 Lehman College 2014 Financial Aid Year 2013-2014

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 in at least half time, and during approved deferment and grace periods. Eligibility for subsidized portions of the loan are based on financial needs 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 (\$):

Direct Unsubsidized Loan Loan Amount Requested (\$):

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 request 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

You should know that loans processed for Summer/Fall/Spring are the same amount if they 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.

Applicant Certification : 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 Stafford/Ford loans will be determined by the Office of Financial Aid based on federal law. City university of New York policy requires student 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.

The **Direct Loan Processing Form** displays for completion.

1. Select the checkbox of the type/s of loan/s you are seeking. For either or both loan requests, on the same line as the type of loan enter the dollar amount you are seeking.
2. Enter the number of credits you plan to take by term.
3. Select either the Yes or No radio buttons for each Loan Period question.
4. Select the checkbox to affirm that the information provided is correct and as an electronic signature for the form.

When you have completed the form, click the **SAVE** button to submit the form for processing.

| | |
|---------------------------------|---|
| <p>8.</p> | <p>Borrower information to be completed by student</p> <p>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.</p> <p>Direct Subsidized Loan: The federal government subsidizes (pays) the interest that accrues on the loan while a borrower is in at least half time, and during approved deferment and grace periods. Eligibility for subsidized portions of the loan are based on financial needs as measured by the FAFSA.</p> <p>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.</p> <p><input checked="" type="checkbox"/> Direct Subsidized Loan Loan Amount Requested (\$): <input type="text" value="2500.00"/></p> <p><input type="checkbox"/> Direct Unsubsidized Loan Loan Amount Requested (\$): <input type="text" value="0.00"/></p> <p>2. Anticipated Credits For Semester(s) You Wish To Apply For The Loan (must be enrolled for a minimum of six credits per semester):</p> <p>Summer: <input type="text"/> Fall: <input type="text" value="15"/> Spring: <input type="text" value="15"/></p> <p>3. Loan Period: Loan request 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.</p> <p>1. Will you graduate at the end of the Summer semester? Yes <input type="radio"/> No <input checked="" type="radio"/></p> <p>2. Will you graduate at the end of the Fall semester? Yes <input type="radio"/> No <input checked="" type="radio"/></p> <p>3. Will you graduate at the end of the Spring semester? Yes <input type="radio"/> No <input checked="" type="radio"/></p> <p>You should know that loans processed for Summer/Fall/Spring are the same amount if they 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.</p> <p>Applicant Certification : 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 Stafford/Ford loans will be determined by the Office of Financial Aid based on federal law. City university of New York policy requires student to maintain half-time enrollment (6 credits) in order to receive the disbursement of Direct Loan funds.</p> <p>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.</p> <p><input checked="" type="checkbox"/> 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.</p> <p><input type="button" value="SUBMIT"/> <input type="button" value="CANCEL"/></p> <p>Example of a Completed Form The example of a completed form shown above may vary from your needs for the type of loan, the anticipated credits, and answers to questions about the loan periods.</p> |
| <p>9.</p> | <p>When you click the SAVE button, CUNYfirst returns to your Student Center page.</p> |
| <p>End of Procedure.</p> | |