

Lewis & Clark Federal Direct Student Loan Instructions

If you have an *estimated* Federal Direct Student Loan *offer* on your **2020-2021** award announcement, and you would like to utilize federal student loans for educational expenses (i.e. tuition, books, etc.) at LC, please complete the following steps below for student loan school processing. **If you do not wish to take out a federal student loan at this time, you can “Reject” your student loan offer on Financial Aid Self-service or do nothing.**

All LC federal student loan borrowers must complete, sign (*handwritten signature*), and return the Student Loan Request form to the Financial Aid (FA) Office. Student loan funds will not be released if this form is not completed and returned. This form is accessible through FA Self-service under **Required Documents under the **Financial Aid Counseling** tab and on the Student Loans page of the LC web site at http://www.lc.edu/Student_Loans/.**

A. Returning student loan borrowers who have borrowed a federal student loan(s) at Lewis & Clark within the last 4 years **must:**

1. **Only** complete and **return** the Student Loan Request Form. *(required)*

B. New student loan borrowers and Transfer students for 2020-2021 **must:**

1. Go to http://www.lc.edu/Student_Loans/
2. Click on the **StudentLoans.gov** link and sign in with your **FSA ID** and **Password**.
 - a. Complete **Loan ENTRANCE Counseling**. *(required)*
 - b. Complete the **Master Promissory Note (MPN)**. *(required)*
3. Complete and **return** the Student Loan Request Form to the FA Office. *(required)*

Go to **Blackboard** at <https://blackboard.lc.edu> and select **Self-service Financial Aid Awards**; log in to view Financial Aid Self-service. ***If you wish to lower your offered loan amount, please indicate the lesser amount on the enclosed Student Loan Request Form.***

The MPN is the legal document through which you promise to repay your Direct Loans and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loans.

PARENTS of dependent students can borrow Direct PLUS Loans to meet educational expenses. Please see **“For Federal Direct Parent Plus Loan Borrowers”** at http://www.lc.edu/Student_Loans/.

Loan Request forms can be mailed, scanned and emailed to finaid@lc.edu, or faxed to 618-468-2210. If you email your Loan Request Form, you must password protect the document with your 7-digit LC ID.