

## Steps to Completing the Direct Loan Process

Kilgore College is switching to the Direct Loan Program. If you previously had a Stafford Loan at Kilgore College, you borrowed that loan from the lender of your choice and will be paying that lender back. Direct Loans are borrowed directly from the Department of Education. You will pay Direct Loans back to the Department of Education through the servicer that they assign to your loan. To keep track of your loans log into the National Student Loan Data Service at [www.nslds.ed.gov](http://www.nslds.ed.gov) using your FAFSA pin number. All of your Stafford Loans and Direct Loans should be listed and the contact info for each.

1. File your FAFSA.
2. Fill out a Kilgore College admissions application if you are a new student.
3. Be sure your official high school transcript or GED is on file in the Office of Admissions and Records.
4. Check Campus Connect on [www.kilgore.edu](http://www.kilgore.edu) to see what documents need to be submitted to complete your file.
5. Submit all documents needed by the deadline of July 1st for the Fall semester.
6. We will award your financial aid in the order that your file was completed.
7. Once you receive your Kilgore College financial aid award letter, you will need to sign it and return it to the financial aid office.
8. **Do not complete the following steps until you are absolutely sure you want a loan and will be attending at least 6 hours at Kilgore College .**
9. Open your browser to [studentloans.gov](http://studentloans.gov). You will need your FAFSA pin number to sign in. If you don't know it or don't have one, click on Apply for Pin under Tools and Resources.
10. Sign in at the top left of the screen.
11. Click on Entrance Loan Counseling.
12. Complete the Entrance Loan Counseling. You will need to read the information about the loans and answer the questions on each page.
13. You **must** complete Entrance Loan Counseling before we can process your loan.
14. After you have completed the Entrance Loan Counseling, click on Master Promissory Note.
15. You **must** correctly and completely fill out your Master Promissory Note to receive the loan money.
16. Provide two references that do not share the same last name, address, or phone number.
17. Be sure everything is correct and submit your Master Promissory Note.

**The first half of all loan money for the semester is scheduled to disburse 30 days after the first day of school and any excess funds will be refunded to the student 14 days later. The second half of the loan money is scheduled to disburse about half way through the semester and any excess funds will be refunded to the student about 14 days later. You must be registered and attending at least 6 hours before the loan money can be applied to your account.**