

SUMMER 2025 - SPRING 2026 STUDENT LOAN INSTRUCTION SHEET

To apply for a student loan follow the instructions below. Direct Loans are low-interest loans for students to help pay for the cost of a student's education. The lender is the U.S. Department of Education (**DOE**) rather than a bank or other financial institution. We cannot process a student loan until our office has received a 2025-2026 Free Application for Federal Student Aid (FAFSA) AND Student Loan Request Worksheet, in addition to the items listed in steps 1 & 2 below. All students must reapply for every academic year they wish to request a student loan.

Step 1: Complete the Loan Entrance Counseling which goes over your rights and responsibilities of being a student loan borrower. **This step is required BEFORE we process your loan request.** NOTE: "Financial Awareness Counseling" is not the same as Entrance Counseling, and will not satisfy the Entrance Counseling requirement. Go to <https://studentaid.gov/> and 'log in'. Once logged in, select the 'Complete Entrance Counseling' link. When you finish the session, print out the rights & responsibilities page and save it for your records. If you have already completed your Entrance Counseling, and do not see this reflected in your Financial Aid Portal, please contact our office.

Step 2: Complete and sign your Direct Stafford Master Promissory Note (MPN). **This step is also required BEFORE we process your loan request.** Go to <https://studentaid.gov/> and select 'log in'. Once logged in, select 'Complete MPN'. CONTINUING STUDENTS NOTE: If you completed a Direct Loan MPN at Cascadia or another institution, and loan funds were disbursed to you or the college, a new MPN may not be necessary. If you believe that you have already completed your MPN and do not see this reflected in your Financial Aid Portal, please contact our office.

Step 3: Complete and submit the attached Student Loan Worksheet to the Cascadia Financial Aid office. Keep these instruction/information sheets for later reference; do NOT turn it in with the worksheet form.

Step 4: Loan request is processed once steps 1 – 3 are completed and we receive confirmation from the DOE regarding your entrance counseling and MPN. If your financial aid file has already been awarded grants or other aid, please allow 3 to 5 weeks processing time to process your loan request. If your file has not yet been awarded, regular and peak processing timelines apply. You will receive an award letter email and can check your awards in ctclink after we certify your loan request. Your Portal will list the loan amount(s) for which you are eligible for. *(Take note of both Gross AND Net amounts listed in your Portal. The Net amount is the amount you receive after the loan origination fee is deducted from the Gross award.)*

Step 5: Our school delivers your refund with BankMobile Disbursements, a technology solution, powered by BMTX, Inc. Visit this link for more information: <https://bankmobiledisbursements.com/refundchoices/>. Funds are sent to the school, and will first be applied to any outstanding tuition and related fee charges, then any remaining funds will be wired to BankMobile and made available to you via whichever refund preference you have selected. Loans processed PRIOR to the start of quarter are not disbursed until the quarter starts. For loans processed AFTER the beginning of the quarter your funds should be disbursed to you shortly after your loan has been processed and you receive your notification email.

View your Direct Loans at [www.studentaid.gov](https://studentaid.gov)

Phone: 1-800-4-FED-AID

If you do not have Internet access, you may use the computers in Kodiak Corner to complete the Entrance Counseling and MPN.

SUMMER 2024 – SPRING 2025 STUDENT LOAN INFORMATION SHEET

Please read all the information on this page. Once you have read this and completed the loan worksheet, please return the loan worksheet to the financial aid office. Keep the instruction and information sheets for referencing at a later time.

1. You must have a completed financial aid file with the Cascadia Financial Aid Office. This means you have completed the FAFSA, had the FAFSA received and processed by both the Department of Education (DOE) and the financial aid office and submitted all other documentation requested by the financial aid office.
2. **You must be enrolled in an eligible degree or certificate program and taking at least six credits that apply to your selected program in each quarter you wish to receive a loan at Cascadia College.** If it is determined at the time of origination or at a later time, that you were not or are no longer attending at least **6 eligible credits**, you will not be eligible to receive the loan funds and/or could owe a repayment.
3. A loan request worksheet, entrance counseling and Master Promissory Note are required to process your loan. Once the financial aid office has received confirmation from the DOE that you have completed these steps, we will then certify your loan. The loan entrance counseling goes over your rights and responsibilities of being a student loan borrower and is required each academic year that you request loans. Your MPN is your promise to pay back the loan and may not be required each new year (see instruction sheet for more information).
4. **If you check two or more quarters, the loan will be divided equally among all checked quarters for which you are eligible.** We can divide your loan between prior quarters in the same year, if you were eligible during the prior quarter(s). If you are finishing your degree prior to year-end, your loan will be prorated for the appropriate quarters. If you have questions, please contact our office.
5. Grade level is determined by the number of COMPLETED credits toward the degree you are currently seeking at Cascadia. Preparatory coursework (below 100 level) will not be considered as part of the currently enrolled degree for loan purposes, as those courses do not meet degree completion requirements.
6. **The DOE charges a loan origination fee.** This fee is deducted before you receive any loan money, so your net loan amount will be the amount you requested minus the loan fee. The origination fee for Direct Student Loans with the first disbursement being made on or after October 1, 2020, will be **1.057%**.
7. Remember, this is a student loan and it **MUST BE REPAID**. Don't borrow more than you need.
8. You have the right to cancel your student loan at any time. If your loan funds have been disbursed to you, you have within 14 business days to return the funds to the college for a full refund back to the loan program. If you have already received your loan disbursement and it has been more than 14 days, you can send the funds directly back to the DOE. Contact the financial aid office if you have any questions.
9. Generally, you can expect your loan funds to arrive 5 to 10 business days after the loan request has been processed/originated, **except** in the case where the request has been processed **before** the start of the quarter; in which case your refund will become available during the first week of the quarter assuming you meet eligibility requirements for the loan money. **No refunds are issued before the quarter begins.** We do request funds from the DOE before the quarter starts to give us time to process them, but we do not disburse refunds until the quarter starts.
10. All loan recipients are required to complete loan exit counseling when they graduate, leave school, or drop below half-time status. Exit counseling should be done one quarter before your expected graduation date or within two weeks of when you stop attending all classes or withdraw from the college. Loan exit counseling can be done at <https://studentaid.gov/>.

SUMMER 2025 – SPRING 2026 FEDERAL DIRECT STUDENT LOAN WORKSHEET

This form is to apply for a Federal Direct Student loan. This is a loan and must be repaid.
Please read carefully and complete every item. An incomplete form will delay processing of your loan.

Social Security Number: _____ - _____ - _____ SID: _____ - _____ - _____ Day or Cell Number: _____
 Last Name: _____ First Name: _____ MI: _____

- 1) You must complete the **Entrance Counseling Exam** (see step #1 on instruction sheet for more info.)
- 2) You must complete the **Master Promissory Note (MPN)**. (see step #2 on instruction sheet for more info.)

LOAN PERIOD INFORMATION: (see statement # 4 on information sheet)

3) For which quarter(s) are you requesting a loan? If this is a secondary loan request, meaning you were already awarded a loan and took a quarter off during that loan period, you are now requesting a **NEW** loan for the quarter(s) indicated below. DO NOT DUPLICATE quarters already requested/awarded.

☐ SUMMER 25 ☐ FALL 25 ☐ WINTER 26 ☐ SPRING 26

4) Will you complete your degree/certificate at Cascadia prior to Spring quarter 2026*? → → → ☐ YES ☐ NO

*If you are **not** seeking a degree from Cascadia, please contact our office to discuss possible funding options for prerequisite coursework.

LOAN AMOUNTS: (see statement # 6 – 9 on information sheet)

ANNUAL MAXIMUM LOAN LIMITS

DEPENDENT STUDENT			INDEPENDENT STUDENT			BAS PROGRAM STUDENT – 3 RD /4 TH YEAR		
Grade Level	Subsidized Only	Total Subsidized & Unsubsidized	Grade Level	Subsidized Only	Total Subsidized & Unsubsidized		Subsidized Only	Total Subsidized & Unsubsidized
1 st Year	\$3,500	\$5,500	1 st Year	\$3,500	\$9,500	Dependent	\$5,500	\$7,500
2 nd Year	\$4,500	\$6,500	2 nd Year	\$4,500	\$10,500	Independent	\$5,500	\$12,500

NOTE: You must have financial need to be eligible for subsidized funds, and not have met the maximum eligibility period (see statement #7 on information sheet.) We award the eligible amount of subsidized funds first, and then the unsubsidized loan up to your Cost of Attendance; which may be less than the amount requested or the maximum annual amounts shown in the charts.

- 5) How much do you want to borrow? \$ _____ → (amount will be divided between selected quarter(s) above)
- 6) Would you like your loan to include **UNSUBSIDIZED** funds - which accumulates interest while you are in school?
 If you have been identified as a "NO NEED" student, then you are only eligible for UNSUBSIDIZED funds and checking NO would lead to an incomplete form.
☐ YES ☐ NO
- 7) Work Study awards are reduced and/or eliminated when you request a loan. If you would like to retain or have work study awarded to you (if you requested work study via the FAFSA), initial here: _____
 Requesting work study may limit or eliminate your eligibility for SUBSIDIZED loan funding.

By signing below, I state that I have read, understand and agree to the Student Loan Information section provided with this worksheet, and further understand that I must be enrolled in an eligible program of study at Cascadia College, remain enrolled and the classes I take must be required for that program in order to be eligible for funding through the Direct Loan program.

8) Student Signature: _____ Date: _____