

## Federal Direct Student Loan Instructions

If you accepted Federal Direct Student Loans as part of your financial aid package, there are additional requirements which must be resolved prior to disbursement. Check your Financial Aid Requirements in MyChemeketa for the most current requirements that apply to your situation.

General steps required for Federal Direct Student Loans include:

- 1) Complete a Master Promissory Note (MPN) online at [studentaid.gov](http://studentaid.gov). The MPN is a legal document explaining your rights and responsibilities as a student loan borrower and usually is only completed once if you receive Federal Student Loan funds.
- 2) Complete Entrance Loan Counseling online at [studentaid.gov](http://studentaid.gov). This mandatory online tutorial will help explain your rights and responsibilities as a student loan borrower in an interactive format. Entrance Loan Counseling is typically only needed the first time you borrow a Federal Student Loan.

Other important considerations regarding student loans:

- First time borrowers of Federal Direct Student Loans will have their loan funds held until 30 days into the term. Once 30 days of the term has passed, the loans will automatically be transferred to pay any tuition and fees due to Chemeketa. Any excess funds will be sent to the student.
- If a loan is made for a single term only, the loan disbursements must be split with half the funding disbursed at the start of the term and half the funding disbursed at the midpoint of the term.
- If you need to cancel student loans that you accepted or wish to change the amount of student loans that you accepted, please complete and return the Request for Change form available in my.chemeketa or from the Financial Aid Office.
- Federal Direct Student Loans have a loan origination fee that is deducted from the total amount of the loan at each disbursement. The fee is generally around 1%, but the current fee can be found at [studentaid.gov](http://studentaid.gov). As a result of the fee, the amount of Federal Direct Student Loan applied towards your tuition and fees is slightly less than the amount that you actually borrowed and will repay.
- You must be enrolled at least ½ time (6+ credits) each term taking classes towards your eligible degree or certificate program to be eligible for Federal Direct Student Loans.
- Federal Direct Student Loans must be repaid. Failure to repay your Federal Direct Student Loans on time will result in negative reports in your credit report and possible lead to wage garnishment, tax return offset and legal action from the US Department of Education.

**Location:** 4000 Lancaster Drive NE, Salem, OR

**Mailing Address:** PO Box 14007, Salem, OR 97309-7070

**General Information:** 503.399.5000

[chemeketa.edu](http://chemeketa.edu)