JOHN CABOT UNIVERSITY

There are Three Types of Direct Loans:

Federal Direct Loan Subsidized Stafford Loans
These are based on financial need. The government will pay the interest on the loan while the student is in school.

Federal Direct Unsubsidized Stafford Loans
Students get Federal Direct Unsubsidized Stafford Loans regardless of need, but will have to pay all interest charges.

Federal Direct PLUS Loans (Parent Loans for Undergraduate Students)
Parents of dependent students can borrow a Federal Direct PLUS Loan to help pay for their child's education.

Application Procedures:

The student loan application process consists of four steps:

Step 1: Locate or apply for your Federal PIN (sent to you by the U.S. Department of Education)

Step 2: Complete your online loan entrance counseling (required for first time borrowers)

Step 3: Complete your electronic Master Promissory Note (if not already signed)

Step 4: Complete your Request for a Federal Direct Student Loan form.

Step 5: Return your Federal Loan Application Package to JCU.

Step 1: Locate or Apply for your Federal PIN

You should have received a Federal PIN from the U.S. Department of Education shortly after the first time that you completed a Free Application for Federal Student Aid (FAFSA). The PIN serves as your electronic signature and holds the same legal status as your written signature. You should keep your PIN in a safe place and do not share it with anyone.

If you do not have a PIN, go to http://www.pin.ed.gov and choose either 'Apply for a PIN', if you have never had one, or 'Request a Duplicate PIN', if you had one but do not know it. You will need to submit your name, social security number, date of birth, and email or mailing address. A PIN will be generated and sent to you. You will have the option of receiving your PIN either through your email account (2-3 days) or your PIN can be mailed to you (7-10 days) via traditional post.

Step 2: Complete an Entrance Interview

Returning Students who have already received one Federal Direct Loan through JCU need **not** complete the entrance counseling. This applies to students who have already completed entrance counseling through JCU the previous year.

First Time Loan Borrowers and persons who have borrowed more than 10 years ago must complete an Entrance Interview before your loan request will be processed. The interview may be completed by following the steps below and should take around 20 minutes to complete.

Complete the Entrance Interview on the web by doing the following:

a. Sign on to www.direct.ed.gov
b. Click students on the left
c. Click applying
d. Scroll down until you get to **Entrance Counseling** and then click 'complete this counseling online'. And then, 'Take the **Entrance Counseling Session**'. This online entrance counseling session will take about 20-30 minutes to complete.
e. Read all the Loan information page by page.
f. Take the 'Rights & Responsibilities' quiz (you must pass).

Step 3: Complete an online Master Promissory Note (MPN)

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You must also complete a **Direct Loan Master Promissory Note (MPN)**. This step **must** be done on the web at www.dlenote.ed.gov/. You will need your Federal PIN in order to sign your MPN online. (See step 1 for information on obtaining a PIN) Signing the MPN electronically will shorten the time frame needed to get your loan funds to you.

IMPORTANT: Before beginning your Electronic Master Promissory Note (MPN) Session:

a. Have you Federal PIN ready. If you misplaced your PIN, see the instructions on how to obtain a new PIN.
b. Be ready to provide two references (name, address, and telephone number). These should be people who have known you for a least one year (preferably relatives) who live at different addresses.
c. Remember to always use your full legal name as it appears on your social security card.

The Stafford Loan and PLUS Loans require separate Master Promissory Notes (MPNs)

Getting Started on your Stafford Loan Application:

1. Go to www.dlenote.ed.gov .
2. Sign in using your name, PIN, Social Security Number, and birthday.
3. Choose the link "Complete MPN" on the left-hand side panel.
4. Complete personal info
    a. Under school and loan information, select the tick box "Non US Schools"
    b. Select John Cabot University
    c. Choose continue
5. Complete Personal References
    a. Complete all personal references
    b. Choose continue
6. Complete the terms and conditions (this is a good place to learn about your loans, it is wise to read all information)
    a. You must open each tab by clicking the + symbol on the right-hand side of the tab. Read the information and agree to it by checking the tick box (if you do not agree, you will not be able to continue with your MPN)
    b. When each section of the terms and conditions is completed, you will see a green checkbox appear on the left-hand side of the tab.
7. Review the information, sign and submit the MPN
    a. You may now view your MPN as a PDF by clicking on "View PDF"
    b. Print a copy of your MPN for your records
    c. Save a copy of your MPN to your computer or email it to yourself so that you may later submit it as part of your Federal Loan Application.

You may view and print your MPN at anytime by signing in and navigating to the" Completed MPN" link under the "Master Promissory Note" header on the left-hand bar. Select "view PDF" from the right-hand box. The PDF will open and you will have the option to print or save the PDF.

Getting Started on your Parent PLUS Loan:

This must be completed by the parent. You will need to complete a "PLUS Loan Request".

1. Go to www.dlenote.ed.gov .
2. Sign in using parent's name, PIN, Social Security Number, and birthday.
3. Choose the link "Request a PLUS Loan"
4. Select "Parent PLUS"
5. Complete personal info
    a. Under school and loan information, select the tick box "Non US Schools"
    b. Select John Cabot University
    c. Choose continue
6. Complete Personal References
    a. Complete all personal references
    b. Choose continue

7. Review application, check box and continue
8. The application will run a credit check and report the results to you.

Complete a PLUS MPN.

A separate MPN must be completed by the parent.

1. Go to www.dlenote.ed.gov .
2. Sign in using your name, PIN, Social Security Number, and birthday.
3. Choose the link "Complete MPN" on the left-hand side panel.
4. Complete personal info
    a. Under school and loan information, select the tick box "Non US Schools"
    b. Select John Cabot University
    c. Choose continue
5. Complete Personal References
    a. Complete all personal references
    b. Choose continue
6. Complete the terms and conditions (this is a good place to learn about your loans, it is wise to read all information)
    a. You must open each tab by clicking the + symbol on the right-hand side of the tab. Read the information and agree to it by checking the tick box (if you do not agree, you will not be able to continue with your MPN)
    b. When each section of the terms and conditions is completed, you will see a green checkbox appear on the left-hand side of the tab.
7. Review the information, sign and submit the MPN
    a. You may now view your MPN as a PDF by clicking on "View PDF"
    b. Print a copy of your MPN for your records
    c. Save a copy of your MPN to your computer or email it to yourself so that you may later submit it as part of your Federal Loan Application.

You may view and print your MPN at anytime by signing in and navigating to the" Completed MPN" link under the "Master Promissory Note" header on the left-hand bar. Select "view PDF" from the right-hand box. The PDF will open and you will have the option to print or save the PDF.

Step 4: Complete the Request for Federal Direct Student Loan Form

You should submit it to the Financial Aid Office (preferably via email) as part of your Student Federal Loan Application. You cannot type your signature. You must sign the form and scan and fax, or email it to the Office of Financial Aid. You should attach a copy of your entrance counseling rights and responsibilities and a copy of your electronic MPN.

Step 5: Return your Federal Aid Application to John Cabot.

Your Federal Aid Package consists of:

- ☐ **Request for Federal Direct Student Loan Form**
- ☐ **Both, if applicable, Electronic MPNs (full versions, only PDFs will be accepted)**
- ☐ **Parent PLUS Authorization form with original signature**

All items on this checklist must be submitted at the same time.

Applications with missing documents will not be considered.

Applications can be submitted via email (preferred method), via fax, or via traditional post.

Financialaid@johncabot.edu Fax: 001 39 065 897 429
John Cabot University
Attn: Financial Aid
Via della Lungara, 233
Rome, Italy 00165

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Request for Federal Direct Student Loan Form

Student's Last Name	Student's First Name	Middle Name
Date of Birth	Social Security Number	**JCU Student ID**

Address:	Address corrections, if any:

Email Address	
Home Phone	Cell Phone
Drivers License #	State

You must understand the following before you complete this application.

The Direct Loan is a loan and must be repaid.
You must be enrolled for at least 6 credits per term throughout the loan period.
First-time borrowers must complete an online counseling quiz.
John Cabot University may decrease or terminate loan eligibility due to excessive borrowing at another institution.
You cannot be in default or overpayment of any federal grant/loan programs.

Requested Stafford Amount	**$_____,_____.00**
Requested PLUS Amount	**$_____,_____.00**

Loan Period: Select only one.

1 Fall/Spring [Request is for full academic year]
2 Fall only
3 Spring only

Your Loan will be processed as either a subsidized or unsubsidized depending upon your financial aid eligibility. John Cabot University will always consider you for subsidized loan funds first. If you are ineligible for subsidized funds and are still in need of Direct Loan funding, would you be willing to accept any or all your entire loan in unsubsidized funds? Please check yes or no below.

☐ Yes ☐ No

By signing below, I understand that I am authorizing the Financial Aid Office at John Cabot University to provide the Direct Lending Servicer with any information that is necessary for the electronic transfer of my direct loan funds.

Student Signature Date

If any information is incorrect on this form, please correct it before signing. Blank forms are available on the John Cabot website under the admissions and financial aid header.

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Parent PLUS Loan Authorization Form

This form authorizes John Cabot University to release excess funds from a Parent PLUS Loan to be transferred to a student's John Cabot account and be released to the student in the amount of:

☐ **$_____***

Or

☐ **Full amount of excess**

Please check one box only and fill in amount if applicable.

STUDENT INFORMATION

_____
Student Name

Parent PLUS Loan Holder Information

_____
Parent Name

____- ____-_____
Telephone Number

By signing below, I authorize the above named student to use excess funds from a Parent PLUS Loan for his/her personal expenses. I further acknowledge that I am responsible for the Parent PLUS Loan, as the loan holder. I understand that this authorization will remain in effect until the end of the current academic year 2011-2012.

_____
Parent Signature: Date:

Please return this form, if not included in the original Federal Loan Application, with an original signature via email or FAX to: mpavoncello@johncabot.edu
011 39 065 833 5619

*If you do not wish to release any excess funds to student, indicate $ 0.00

*If you wish to have a special arrangement whereby the student is only allowed a certain amount of excess funds per month please indicate see attached and provide a detailed description on how you would like the funds disbursed.