

# William Ford Federal Direct Loan Processing Form 2025-2026

This form is to request a William D. Ford Federal Direct Stafford Loan. **THE FINANCIAL AID OFFICE MUST RECEIVE THIS COMPLETED FORM** prior to certification of your loan.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

**First Time Direct Stafford Loan borrowers, here at SUNY NIAGARA are required to complete an Electronic Master Promissory Note (E-MPN) and Entrance Counseling, (Steps 1 and 2).**

**Step 1.** Complete the E-MPN for student loans by going online to [studentaid.gov](http://studentaid.gov). Follow the steps listed on the back of this form. **Please be sure to click submit when steps are completed.**

**Once you have completed this step, initial this box  and go on to step 2.**

**Step 2.** Complete an Entrance Counseling by going online to [studentaid.gov](http://studentaid.gov). Follow the steps listed on the back of this form.

**Once you have completed this step, initial this box  and go on to step 3.**

**Step 3.** Select the loan period you wish to apply for (**please check only one**):

- Summer 2025: May 2025 through August 2025
- Academic Year: September 2025 through May 2026 (**use this option if enrolled for both Fall and Spring**)
- Fall 2025 ONLY: September 2025 through December 2025 (**use this option if enrolled for Fall only**)
- Spring 2026 ONLY: January 2026 through May 2026 (**use this option if enrolled in Spring only**)

**Note: If you are planning to attend Summer 2025, you must also complete a Summer Aid Application available in the Financial Aid Office or on the school website under Financial Aid Forms.**

**Step 4.** Tell us how much you would like to borrow for the 2025-2026 year. Remember that the amount you request will be split evenly over each of the terms you are attending (above). If you do not attend as planned above, the loan will be cancelled. So, if your plans change, be sure to notify the Financial Aid Office.

Amount Requested: \$ \_\_\_\_\_ **Dependent:** Freshman Maximum: \$5,500 Sophomore Maximum: \$6,500  
**Independent:** Freshman Maximum: \$9,500 Sophomore Maximum: \$10,500

If we are unable to process your loan for the full amount requested, we will process up to the maximum allowed by regulation and your cost of attendance for the academic year. You will receive confirmation of the approved amount.

Approval may include subsidized and/or unsubsidized amounts. For an explanation of the difference of these two types of loans refer to the Federal Student Aid website at <http://studentaid.ed.gov/PORTALSWebApp/students/english/studentloans.jsp>

Initial this box  if you do **NOT** want your loan approval to include unsubsidized amounts (**this may reduce your total loan eligibility**).

**Step 5.** Sign this form and return it to the Financial Aid Office:

By my signature below, I certify that:

I have fully completed steps 1 and 2 (above) prior to submission of this form.

I understand that I am applying for a loan with an obligation to be repaid.

I will keep the Federal loan processor up-to-date on my current address, phone and other contact information.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

White Copy-School

Yellow Copy-Borrower

## **Step by step instructions to completing the MPN**

### **(Step 1 of this form)**

- Step 1. Go to [www.studentaid.gov](http://www.studentaid.gov)
- Step 2. Log in with your FSA ID
- Step 3. Select Sign the Master Promissory Note (MPN), Complete MPN
- Step 4. Choose Undergraduate for Subsidized/Unsubsidized Loans
- Step 5. Follow the instructions to complete your student loan MPN

When done, you can complete Step 2 by scrolling to bottom. Under Complete Aid Process choose Complete Entrance Counseling.

## **Step by step instructions to completing the Entrance Counseling**

### **(Step 2 of this form)**

- Step 1. Go to [www.studentaid.gov](http://www.studentaid.gov)
- Step 2. Log in with your FSA ID
- Step 3. Under Complete Aid Process choose Entrance Counseling
- Step 4. Choose Undergraduate Student, Continue, SUNY Niagara, Continue, Start
- Step 5. Follow the instructions to complete your Entrance Counseling

## **Additional Loan Information and terms:**

**Subsidized Stafford Loan:** This loan is based on unmet need. The family financial information reported on the FAFSA determines eligibility for the subsidized loan. The federal government pays the interest on these loans while the student is enrolled at least half-time (six credit hours) and during periods of deferment. Repayment begins six months after the student ceases to be enrolled at least half-time.

**Unsubsidized Stafford Loan:** This loan is based on need. *The student is charged interest from the time the loan is disbursed. The student may elect to pay the interest while in school or the student may choose to capitalize the interest.* (Interest payments are added to the principal amount of the loan). Capitalizing interest will increase the amount the student is required to repay. Repayment begins six months after the student ceases to be enrolled at least half-time.

**Annual Amount:** A freshman student (less than 30 earned credit hours) may be eligible to borrow up to \$5,500. A sophomore student (30 or more earned credit hours) may be eligible to borrow up to \$6,500. All students are considered freshman or sophomores.

**A note on loan disbursement:** Federal regulations require multiple disbursements of Federal Stafford Loans. If you apply for a loan which covers both fall and spring semesters, proceeds will be sent for one-half of the amount in the fall semester and one-half in the spring semester. Fall only and spring only loans will also be disbursed in two payments (approximately six to eight weeks into the semester.)

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