



2024-25 DIRECT LOAN INFORMATION NON-DEGREE SEEKING TRANSFER STUDENTS

This form is for a student who does not intend to graduate from Lower Columbia College (LCC) with a certificate or degree and are only taking classes at LCC in preparation for transferring to another school. The courses you take at LCC must be required by the school you are transferring to for entrance in their program. In addition, the courses taken at LCC must be part of a Federal Student Aid eligible program. A student will only be offered this loan for one calendar year and must register for at least 6 credits each quarter they request a loan disbursement.

NOTE: You are **NOT** eligible for this loan if you are only taking classes to achieve a higher Grade Point Average (GPA) for admission into a program.

Step 1: Complete and submit the attached student loan worksheet to the LCC Financial Aid office. You must provide a copy of your program plan from the school you plan to transfer. The program plan must show the classes you register for at LCC are required for transfer. The courses taken at LCC must also be part of an eligible program at LCC.

Step 2: Complete the Loan Entrance Counseling (First Loan Only). All students must complete Entrance Counseling prior to receiving their first loan. Entrance Counseling explains your rights and responsibilities of being a student loan borrower.

- Go to <https://studentaid.gov/entrance-counseling/> and click "Sign in" using your FSA ID Username*
- Once signed in, select Complete Entrance Counseling and follow the steps.
- When you finish the session, the Financial Aid Office will verify your completion electronically.
- *Note: You will need to use your FSA ID. If you do not remember your FSA ID Username or Password, click the "[Forgot Username](#)" or "[Forgot Password](#)" link to retrieve it.

Step 3: Complete Master Promissory Note (MPN) (First Loan Only). The MPN is a promise to repay the loan and is good for multiple years.

- Go to <https://studentaid.gov/mpn/> and click "Sign In" using your FSA ID Username*
- Once signed in, select Complete Master Promissory Note and follow the steps.
- When completed, the Financial Aid Office will verify your completion electronically.

Step 4: Complete Any iGrad Education Course. All students must complete an iGrad education course each time a loan is requested or revised.

- Go to www.igrad.com/schools/LCC and sign up (or sign in to a previously created account).
- Once signed in, click "Courses".
- Complete any of the iGrad courses that you have not previously completed.
- When completed, save then attach the certificate to this form.

Step 5: Complete Loan Worksheet (Including Required iGrad Course Completion Certificate). For questions, please contact the [One Stop Center](#) in person (Admissions building), by [Zoom](#), or by calling 360-442-2322.

Step 6: Loan Request Processing. When LCC receives your loan worksheet, your loans will be awarded in an "Offered" status in [ctcLink](#). Make sure you are registered for **at least 6 credits** in your degree program. Please allow up to two weeks for your loans to be "Offered".

- Once your loans are "Offered", you must Accept or Decline the amount of loans you would like to borrow in your ctcLink account.
- Note: Your loans will not continue to process until this step is completed.
- If you are a first-time borrower (meaning this is your first student loan), then your first loan disbursement will be on the 30th day of the quarter. If this is not your first student loan, then your loan will typically disburse within one week of accepting it (if the quarter has started).
- Loans processed **PRIOR** to the start of quarter are not disbursed until the quarter has started. For loans processed **AFTER** the beginning of the quarter, the funds should be disbursed shortly after the loan has been processed.

Step 7: LCC Delivers Refunds Using BankMobile Disbursements, a technology solution, powered by BMTX, Inc. Click [here](#) for more information on BankMobile Disbursements. Loans are sent to the school and will be applied first to any outstanding tuition and fees. Any remaining funds will be wired to BankMobile and made available to you via whichever refund preference you selected.



2024-25 DIRECT LOAN WORKSHEET

NON-DEGREE SEEKING TRANSFER STUDENTS

STUDENT INFORMATION	
Last Name:	First Name:
Student ID #:	Email:

Please read carefully and complete every item. An incomplete form will delay processing your loan.

Select the quarter(s) you will be enrolled and enter the number of credits you will take each term.

<input type="checkbox"/> Summer 2024	<input type="checkbox"/> Fall 2024	<input type="checkbox"/> Winter 2025	<input type="checkbox"/> Spring 2025
# ____ Credits	# ____ Credits	# ____ Credits	# ____ Credits

- I ask the Financial Aid Office to process my request for future loan amounts.
 - The Financial Aid Office cannot revise or decline funds from a previous quarter if the funds have already been received, unless you return the funds within 120 days of receipt.
 - Accepted annual loans will be split evenly between all eligible quarters.
 - Prior loans can only be awarded if there was no break in enrollment, you were enrolled in at least 6 eligible credits, and the credits were successfully completed.
- I attached a copy of my Program Plan from the college I plan to transfer into in the future, which shows the classes I am registered for at LCC are meeting the program's requirements.

Attach Program Plan
- I verify that:
 - I did attend another college or university in the last year.
List all schools attended in the last year in the space provided:
 - OR –
 - I did not attend another college or university in the last year.
- I completed (or previously completed) Entrance Counseling.
NOTE: LCC will receive confirmation from the Department of Education once the Entrance Counseling is completed.
- I completed (or previously completed) a Master Promissory Note (MPN).
NOTE: LCC will receive confirmation from the Department of Education once the MPN has been completed.
- I completed an iGrad course that I had not previously completed and attached a copy of the certificate to this form.

Attach iGrad Certificate

PLEASE SEE STEP #6 ON PAGE 1 FOR LOAN PROCESSING TIMELINES.

You must complete a [Free Application for Federal Student Aid \(FAFSA\)](#) for the current award year **before** requesting a [Direct Loan](#). You must have *financial need* (as determined by the FAFSA) to be eligible for a Direct Subsidized Loan. If you have **no financial need**, you will only be eligible for a Direct Unsubsidized Loan.

We award the eligible amount of Direct Subsidized Loan first and then the Direct Unsubsidized Loan up to your *Cost of Attendance*, which may be less than the maximum annual loan amount.

I certify this information is complete and correct.

Student's Signature: _____

Date: _____