Requesting a Direct Loan at Skyline College:
Must submit all three items (i.e. Direct Loan Application, SEP, College Transcripts) together

- Submit a FAFSA for the current academic year
  - Go to: [www.fafsa.gov](http://www.fafsa.gov)
  - Financial aid file must be completed (all required documents submitted)

- Be enrolled in at least 6 or more degree applicable units

- Complete the Direct Loan Application
  - Go to: [http://www.skylinecollege.edu/financialaid/forms.php](http://www.skylinecollege.edu/financialaid/forms.php)
  - Answer/fill-in all questions. Be sure to complete Step 1, Step 2 and Step 3
  - Make sure to read Terms and Conditions, Sign and Date

- Student Educational Plan (SEP)
  - Must be a current and long term SEP
  - To see the Financial Aid Counselor, schedule an appointment at the Financial Aid Office
  - To see a General Counselor, go to the Counseling Division, Bldg. 2 or 650-738-4318

- College Transcripts
  - Unofficial transcript(s) for all other colleges attended
  - No transcript(s) needed if you have only attended Skyline, CSM or Canada College

If Approved:
You will receive a notification letter. Please follow the directions and do the following:

- Complete Entrance Counseling
  - Go to: [www.studentloans.gov](http://www.studentloans.gov)

- Sign a Master Promissory Note
  - Go to: [www.studentloans.gov](http://www.studentloans.gov)

First-time Direct Loan borrower at Skyline College:
- There is a 30-day hold in the release of a first loan disbursement
- The refund will be disbursed after the 30-day hold has passed

Please Note:
- To cancel or reduce Direct Loans, you must submit a written request to the Financial Aid Department 15 business days prior to the disbursement.

REMINDER – OFFICE POLICY:

PHOTO ID – Required when visiting our office and for submitting any documents.
INTAKE/COPIES – We no longer accept faxed or emailed documents. You must provide Financial Aid office with COPIES of any/all documents. (i.e. tax return transcripts, W-2 Forms, S.E.P., Courts docs.)
We WILL NOT make copies and original documents will NOT be accepted.