

## 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>
    - 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
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### 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.