Dear Undergraduate or Post Baccalaureate Student,

A college education is one of the most important investments you can make. According to our records you and/or your parents have been offered a student loan. This information is designed to help you understand and secure funding from the William D. Ford Direct Loan program for Subsidized, Unsubsidized and Parent Loans for Undergraduate Students (PLUS).

Your award offer may contain other types of aid as well, to help you meet the costs of attending Laguna College of Art + Design.

The William D. Ford Direct Loan Program offers the following types of loans:

- **Subsidized**: for students with demonstrated financial need, as determined by federal regulations. No interest is charged while a student is in school for least half-time, during the grace period and during deferment periods. For loans for the 2013-2014 academic year the fixed interest rate for this loan, when it enters repayment, is 6.8% for undergraduates with a 1% origination fee.
- **Unsubsidized**: not based on financial need; interest is charged during all periods, even during the time a student is in-school and during grace and deferment periods. For the 2013-2014 academic year the fixed interest rate for this loan is 6.8% with a 1% origination fee.
- **PLUS**: not based on financial need; helps pay for education expenses up to the cost of attendance minus all other financial assistance. Interest is charged during all periods. For the 2013-2014 academic year the fixed interest rate for this loan is 7.9% with a 4% origination fee for all borrowers. The PLUS process should be completed annually July 1st – August 1st to allow enough time for processing. *Note: Direct PLUS Loan borrowers are subject to credit approval.*

Eligible federal student loans can be combined into one Direct Consolidation Loan after graduation.

Student borrowers are not required to begin making payments until six months after they graduate, withdraw or drop below half-time.

**Accepting a loan**

You should evaluate your aid offer carefully. In the case of loans, keep in mind that whatever amount you borrow must be paid back with interest. You have the right to decline the loan or to request a lower loan amount. To decline an award simply cross it out and initial the award or if you want to reduce an award cross out the original amount, write in the new [reduced] amount and initial on your Award Letter.
Loan limits

The maximum amount you can borrow each year in Direct Subsidized and Unsubsidized Loans depends on your grade level and on whether you are a dependent student or an independent student. The following table shows the maximum amount of money you may borrow each academic year in Direct Subsidized and Unsubsidized Loans:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Status</th>
<th>Dependent Student¹</th>
<th>Independent Student²</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st-year</td>
<td>Freshman</td>
<td>$5,500 (max $3,500 subsidized)</td>
<td>$9,500 ($3,500 subsidized)</td>
</tr>
<tr>
<td>undergraduate</td>
<td>0-30 completed units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd-year</td>
<td>Sophomore</td>
<td>$6,500 (max $4,500 subsidized)</td>
<td>$10,500 ($4,500 subsidized)</td>
</tr>
<tr>
<td>undergraduate</td>
<td>31-60 completed units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd-5th-year</td>
<td>Junior</td>
<td>$7,500 (max $5,500 subsidized)</td>
<td>$12,500 ($5,500 subsidized)</td>
</tr>
<tr>
<td>undergraduate</td>
<td>61-90 completed units</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Senior</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>91-122 completed units</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹Except those whose parents are unable to borrow a Direct PLUS Loan.
²These limits also apply to dependent students whose parents are unable to borrow a Direct PLUS Loan.

The actual loan amount you are eligible to receive for an academic year is determined by LCAD and may be less than the maximum annual amounts shown in the loan limit chart.

Below are the aggregate limits for Subsidized and Unsubsidized Loans (this includes both FFELP & Direct loans):

- $31,000 for dependent undergraduate students excluding those whose parents are unable to borrow a Direct PLUS Loan (no more than $23,000 may be subsidized)
- $57,500 for independent undergraduate students and dependent undergraduates whose parents are unable to borrow a Direct PLUS Loan (no more than $23,000 may be subsidized)

First-time Borrowers

Before we can process your student loans request the following steps must all be completed:

- Completed admittance by the Office of Admissions (including all “final and official” high school and college transcripts).
- All items needed to complete your financial aid file received by the Financial Aid Office, including your signed Award Letter.
- Entrance Counseling
- Master Promissory Note (MPN)

For PLUS Loan instructions please see the William D. Ford Direct PLUS Loan Instructions.

Continuing Students/Borrowers

Before we can process your student loans request the following steps must all be completed:

- All items needed to complete your financial aid file received by the Financial Aid Office, including your signed Award Letter.

Entrance Counseling

If you haven’t previously received a loan, you must complete entrance counseling before LCAD can make the first disbursement of your loan. This helps you to understand your responsibilities regarding your loan. LCAD requires you to complete this counseling online at [www.studentloans.gov](http://www.studentloans.gov).
**Master Promissory Note**
To take out a Direct Loan for the first time, you must complete a Master Promissory Note (MPN). The MPN will be provided by the U.S. Department of Education. You can complete the MPN online. The MPN is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s). To complete an MPN online, you will be required to use your U.S. Department of Education-issued PIN.

In most cases, once you’ve submitted the MPN and it has been accepted, you won’t have to fill out a new MPN for future loans you receive. LCAD allows more than one loan to be made under the same MPN. Therefore, you can borrow additional Direct Loans on a single MPN for up to 10 years.

You’ll receive a disclosure statement that gives you specific information about any loan that LCAD plans to disburse under your MPN, including the loan amount, fees, and the expected disbursement dates and amounts.
Entrace Counseling Process

- Go to [www.studentloans.gov](http://www.studentloans.gov)
- Click on “Sign In” (You will need your U.S. Department of Education-issued PIN)
- Click on “Complete Entrance Counseling”.
- Click again on “Complete Entrance Counseling”.
- You are now on the “(STEP 1) – “Counseling Type” page.
  - Indicate if you are an undergraduate or graduate student.
  - Click on “Continue”.
- You are now on the “(STEP 2) – “Guidelines” page.
  - Read the information provided.
  - Click “Continue”.
- You are now on the “(STEP 3) – “School Information” page.
  - For “School State” select “CALIFORNIA”.
  - For “School Name” select “Laguna College of Art + Design”. The DLID (Direct Loan ID: G23305) and school address will populate.
  - Click on “Continue”.
- You are now on the “(STEP 4) – “Counseling Session/Quiz” page. *This step should take about 30 minutes to complete.*
  - Read the information carefully and answer the questions at the bottom of each page.
  - For every answer, a box will appear revealing the correct answer accompanied by the pertinent information. To proceed, click on the “X” located in the top right corner of the pop-up box.
  - Navigate through the sixteen sections of the counseling/quiz by continuing to click on “Continue”.
- Once you have reached section sixteen, “Borrower’s Rights and Responsibilities: you must first click on the link that reads “Click here to view the Borrower’s Rights and Responsibilities for Direct Loan Sub/Unsub/Perkins Loan Type”.
  - Then click on “Submit”.
- You have now completed the Entrance Counseling for your Direct Loan. You may print or download your completed Counseling Verification Page to keep a copy for your records.
Master Promissory Note Process

- Go to [www.studentloans.gov](http://www.studentloans.gov)
- Click on “Sign In” (You will need your U.S. Department of Education-issued PIN)
- Complete a Master Promissory Note (MPN). On the left-hand column, under the “Master Promissory Note” heading, click on “Complete MPN”.
- You are now on the “Master Promissory Note (MPN)” page.
  - Click on “Subsidized/Unsubsidized”.
- You are now on the “(STEP 1) – “Personal Information” page.
  - Enter your personal information in all required fields (indicated by an asterisk). Enter optional information if it is available.
  - At the bottom of the page you will be asked to select “School State” and “School Name” again.
  - Click on “Continue”.
- You are now on the “(STEP 2) – “Personal References” page.
  - Enter the information for your two references in all required fields (indicated by an asterisk).
  - NOTE: your references must have different addresses and telephone numbers from each other and they must have addresses within the U.S. Enter optional information if it is available.
  - Click on “Continue”.
- You are now on the “(STEP 3) – “Terms and Conditions” page.
  - You must review section C, D, E and G. Please read this information carefully and completely.
  - Once you have done so and agree to the terms, select the box next to “I have reviewed the information about me on the Master Promissory Note and acknowledge that it is true and correct. I have read, understand, and agree to the borrower Request, Certifications, Authorizations and Understandings, the Promise to Pay, the MPN Terms and Conditions, and the Borrower’s Rights and Responsibilities Statement”.
  - Click on “Continue”.
- You are now on the “(STEP 4) – “Review and Sign” page.
  - Review all the information.
    - If the information is incorrect, click on “Edit” for the desired section.
  - Once all information is correct, sign your MPN by entering your name in the appropriate fields.
  - Click on “Sign”. Once your signature has been authenticated, you must view your MPN before submitting.
  - When you are ready to submit your MPN, click on “Continue”.
- You have now submitted your MPN for the Direct Subsidized/Unsubsidized Loan.
  - You may view/download the PDF version of your completed MPN to retain a copy for your financial aid records.
    - If you are an undergraduate student, you are now finished with your loan application. You may log out.

If you provided an email address during the application process, a confirmation mail will be sent to you. Please retain it for your records. The MPN enables students to borrow Direct Loan funds for up to ten years without completing additional promissory notes. However, you must apply for financial aid each year.