

## Applying for Federal Loans – Please read carefully

There are several steps to loan application. They are all easy and quick but the school will not know if you have completed all the processes for all the loans you intend to borrow unless you tell us, and the school does not know how much you wish to borrow until you tell us.

This flowchart will help you through all the required processes in the right order. You also need the spreadsheet CoA\_2011.xls and must work through the 3 tabs, it

- will tell you how much you can borrow
- lets you tell us how much you want to borrow
- gives you checklist of the evidence you must include in your email to us.

We want to be sure that you have completed everything you have to do before we start to do our part because if the school starts origination and anything is not completed by you, then our stages for each loan will fail which will cost you time waiting to be told before you have to start again.

Take the trouble to read carefully through the flowchart BEFORE you start. There are some stages where we need a screen-shot as evidence and if you run past that stage then you have to start over again to get back to it – this is particularly important at the credit check (for PLUS Loans) because if you miss it, you have to wait at least 24 hours for the email from the USDE and if that email only states that you have done a credit check but does not give the result, then you will have to go through the credit check and screen-shot again. Each application for a credit check is logged on your credit rating, it may affect your credit rating in the future, so you really don't want to do it more than once.

To speed this up, we will accept those evidences as attachments to an email, but we need all the evidences from you at the same time - all the required attachments must come in the same email; if anything is missing we cannot start the origination processes. Don't send bits of evidence at a time because each email will be rejected as incomplete. The same applies if you send us everything by post.

Remember taxpayers do not expect students to have a higher standard of living that they do and you are asking to borrow a lot of taxpayer dollars with no collateral and no current job from which to make repayments. So it is not unreasonable that there are strict rules and regulations requiring a lot of checks for you to be fully confirmed as entitled to borrow and ensure you borrow only the money you need.

When you have finished and collected all the evidences, please send them all in ONE email. For priority treatment the subject field must start USL and look like this (if you were Turner Tina)

To: s.streete@lfs.org.uk  
Subject: USL TURNER Tina

The change to Direct Lending means that this whole process is a first for all of us - for you, for the schools and for the U S Dept of Ed. There may be teething problems. If you encounter problems, please tell us and keep a regular eye on our website for any updates or changes we may have to publish.

We are happy to help if you are having problems, but if we are asked how to expedite this quicker, then only answer we can give is “the quickest way is to follow the flowchart in the right order and send us all the evidence together in one email.”

If you have completed FAFSA correctly, then all the other parts of the flowchart should take you only about a couple of hours, but if missed bits, it will take you a few days to either recover the evidences or have to do parts of it over again.

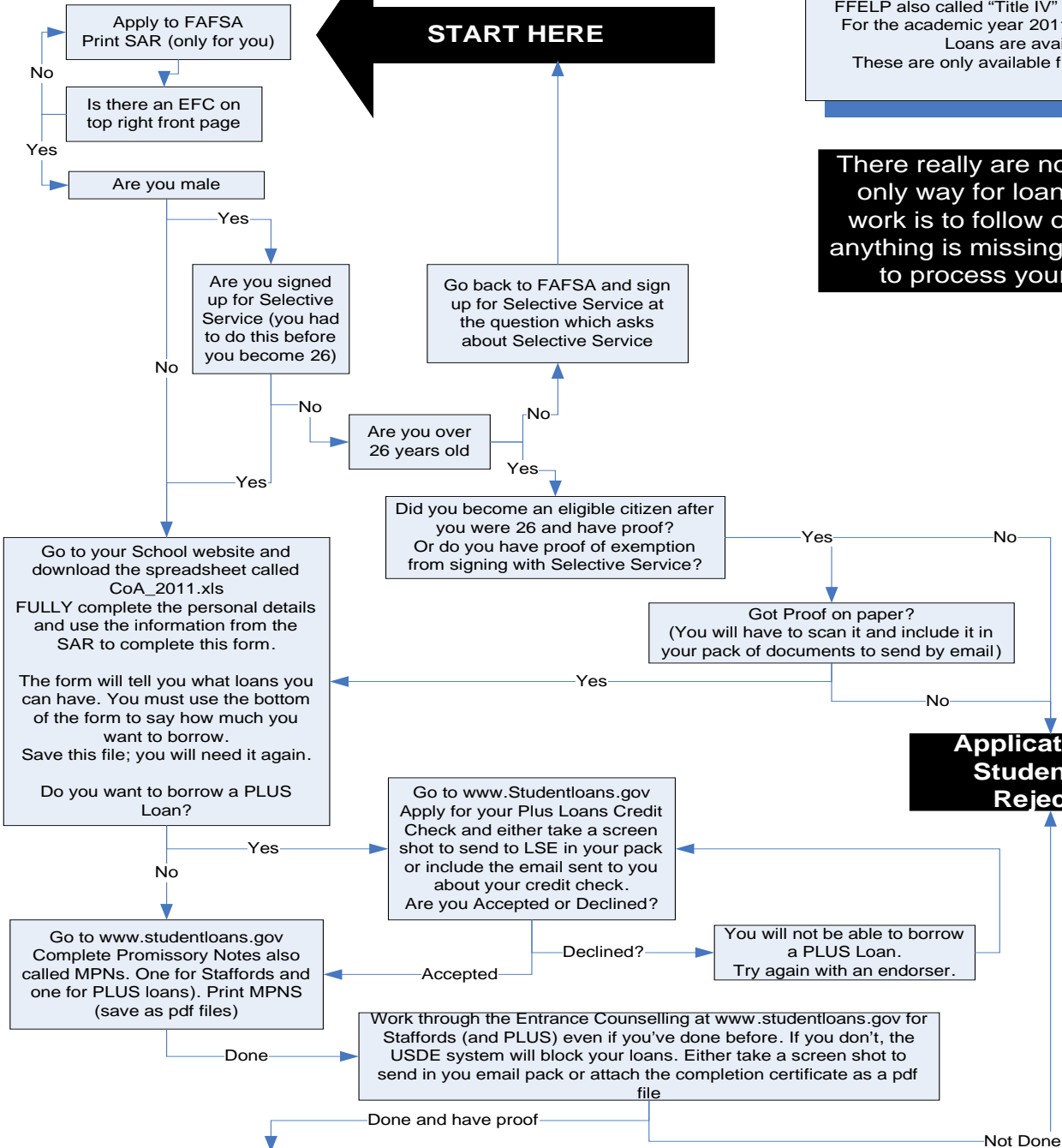
We will advise you as soon as we start work on your email, and when your letter is on its way. Only the original signed letter from the school on school headed paper and signed by an authorised school officer is acceptable to the UK Border Agency. Our letter has been agreed with the Border Agency and nothing else will be accepted so please don't ask for email or fax or scanned images.

Shortly the staff process flowchart will also be published so you can see the checks we have to perform and how the origination processes work.

**START HERE**

FFELP also called "Title IV" Loans have ended. For the academic year 2011/2012, only Direct Loans are available. These are only available from 1<sup>st</sup> July 2011

**There really are no short-cuts, the only way for loan origination to work is to follow our flowchart. If anything is missing we cannot start to process your application**



**Application for Student Aid Rejected**

**Application for Student Aid Rejected.**

**Loan Certificate for Visa Issued and sent by post.**  
Only a letter on headed paper and signed by an authorised school officer will be accepted by the Border Agency

Any attached files not complete or missing And/or any piece of data proves to be not true

Attached Files complete and all data is checked and true

Prepare an email to s.streete@lfs.org.uk  
For Subject, type USL and your name as surname then forename, like this  
USL TURNER Tina

**Attach** to the email these electronic files

1. Your completed Cost of attendance .xls
2. Pdf copy of MPN for Stafford Loan(s)
3. Entrance Counselling completion

**Also attach** if applying for PLUS Loans

4. Pdf copy of MPN for PLUS Loan
5. Your email of accepted credit check

**Selective Service**

6. If you are/were exempt from Selective Service attach a copy of the proof such as Certificate of Naturalisation or other certificate of exemption

**Checklist**

7. Complete the Checklist page of the Cost of Attendance spreadsheet