If you would like a Federal Direct Loan, complete the following steps:

☐ **STEP ONE** – Obtain your DOE PIN number from the U.S. Department of Education’s PIN site at [http://pin.ed.gov](http://pin.ed.gov) (you will need your PIN to complete the process)

☐ **STEP TWO** - Complete the Master Promissory Note at [http://studentloans.gov](http://studentloans.gov) (also located under the “Sign in” button in the “Manage My Direct Loan” Box) *ALL students must complete

☐ **STEP THREE** – Complete the Direct Loan Entrance Counseling at [http://studentloans.gov](http://studentloans.gov) (click the “Sign in” button in the “Manage My Direct Loan” Box) *This is required for first time TCC Borrowers Only

*After completing steps 2 & 3 TCC will receive confirmation electronically from the Department of Education.

**Important:**
- First time borrowers, first quarter in their program, will experience a 30 day delay before their first disbursement.
- In most cases loan proceeds are disbursed by the quarter. The total loan amount is divided into equal disbursements.
- One-quarter loans will be disbursed in two parts, the second half at mid-quarter.
- You must be enrolled for and attending at least six credits to be eligible for a loan.
- If you have outstanding tuition, your loan funds will be applied to your tuition account first.
- Loans are financial aid and are subject to TCC Satisfactory Academic Progress policies.
- If you skip a quarter of enrollment, you will need to reapply for your loan.
- Loan processing takes time and the funds may arrive later in the quarter depending on when document was received.

**What happens after we receive your worksheet?**
- We will determine your eligibility and transmit your loan origination electronically to the Department of Education.
- Complete steps 1 through 3 above, loans will not be processed without these steps completed.
- Loan funds will be received by school and pay any outstanding tuition balance.
- Any remaining balance is then made available from the cashier’s office. You will be notified when your check is ready for pick up.

Please visit our website for complete financial aid:

www.tacomacc.edu