



TEXAS SOUTHERN UNIVERSITY

Excellence in Achievement

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www.tsu.edu



Office of Student Financial Assistance

Information and Loan Request Form

You must be actively enrolled in a minimum of 6 hours, meeting the minimum satisfactory academic progress requirements and have completed entrance loan counseling to remain eligible to receive a Federal Stafford Loan Disbursement.

Steps to receiving your Federal Stafford Subsidized or Unsubsidized Stafford Loan(s)

- Review Financial Aid Awards online at www.em.tsu.edu/financialaid to determine the amount of your eligibility.
- Complete Federal Stafford Loan Request Form

Additional steps for student's borrowing for the first time at TSU

- Complete Entrance Loan Counseling at www.mapping-your-future.org
- Complete your Master Promissory Note on-line 24 hrs a day at www.em.tsu.edu. You may accept, reduce or decline the amount of your Federal Stafford Loan indicated on your Award.

Refer to the helpful hints below:

Click - Loans by Web or the completing your Master Promissory Note icon.

Click - I am a student borrower

Click - Begin Processing your Loan

Enter your social security number and date of birth

Read and guarantee your loan(s). After you have completed the process you will get the message, "Congratulations, you have guaranteed a loan in the amount of \$...". If offered Subsidized and Unsubsidized Loans you must guarantee both loans.

Scroll down to the two blue boxes. If your lender offers e-signature, click on the box and it will take you to the lender's website where the MPN can be e-signed. Some lenders require your PIN number for the FAFSA to e-sign your MPN.

If you wish to print the MPN, choose the "Print Note" box. There will be two (2) copies of the MPN. Sign, date and mail one copy to your lender. The other is for your file.

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Master Promissory Note:

The Master Promissory Note (MPN) acts as a contract between you and your lender. It is a legally binding agreement. By signing the MPN, you promise to repay the amount you borrow and other important terms, regardless of whether you graduate. The Master Promissory Note is not your loan application, however, your lender cannot send your loan disbursement(s) to the school until they have received this document.

The MPN is valid for 10 years from the time you first sign it. You will sign the MPN only once. After the original MPN is signed, you will add additional loan amounts by completing an additional Loan Request Form and submitting this document to the Office of Student Financial Assistance. Your request will be evaluated for processing based on the annual loan limits, financial eligibility as determined by federal guidelines and the maintenance of satisfactory academic progress standards as outlined in the University catalog.

Total Combined Loan Limits for Federal Stafford Loans for Undergraduate and Graduate Students:

The additional unsubsidized amounts are available to students classified as independent or dependent students whose parents have a documented inability to borrow under the Plus Loan Program.

Year	Annual Loan Limit	Additional Unsubsidized
1	\$2,625	\$4,000
2	\$3,500	\$4,000
3 - 5	\$5,500	\$5,000
Graduate/Professional	\$8,500	\$10,000
Aggregate Undergraduate Limit	\$23,000	\$23,000
Aggregate Graduate Limit	\$65,500	\$73,000
Combined Undergraduate and Graduate Loan limits	\$88,500	\$96,000

Federal Subsidized Stafford Loans:

The federal government pays interest on the loan while you are eligibly enrolled in school and for a six-month grace period afterward.

Federal Unsubsidized Stafford Loans:

You will be responsible for all interest that accrues on your unsubsidized loan from the date of disbursement. You may choose to defer payment of the interest while you are eligibly enrolled in school or pay the interest monthly. The unpaid interest on the Unsubsidized Stafford Loans will accrue and be capitalized.

If you aren't fully eligible for need-based Subsidized funding, you may get a combination of both Subsidized and Unsubsidized Stafford Loans up to the maximum for your dependency status and grade level. Your Financial Aid Award will indicate the maximum amount for which you have shown eligibility based on federal guidelines.

Entrance Counseling:

Entrance Counseling sessions are designed to provide critical information on the loan process, deferment, forbearance, default and rehabilitation of federal student loans. You will be informed as to your rights and responsibilities. These sessions are required by federal guidelines. If you are borrowing for the first time at TSU, you will be required to attend an entrance counseling session before your loan will be applied to your student account at TSU.

Sample calculation for loan disbursements:

Loans awarded for the 9-month academic year, beginning in August and ending in May will be divided in two equal disbursements, the first in the fall semester and the second in the spring semester. **Fees:** Up to a 3% federal origination fee will be deducted from the loan proceeds by the lending institution prior to disbursement. An example based on annual loan amount \$5500.00 is provided below:

	Disbursement Amount	Fees (3%)	Total Disbursed to School
Fall semester:	\$2750	\$82.50	\$2667.50
Spring semester:	\$2750	\$82.50	\$2667.50

Selecting a Lender:

You, the student, must select a lender to process your loan. The lender's name must be provided on the Federal Stafford Loan Request Form. You must use this same lender when completing your Master Promissory Note.

A partial listing of the lending institutions that participate in the Federal Stafford Loan Program is provided below. You may use this list as a guide in selecting the lender you want to process your Federal Stafford Loan Application. You may select a bank, saving and loan or credit union not on this list, but before you do check with that institution to make sure they participate in the Federal Stafford Loan Program. Important considerations are the stability of the lending institution within the past 3 years, quality of the customer service, ease in accessing student loan account information, ability to consolidate and repayment incentive programs.

Lender	Web Site	Lender Code	Telephone Number
Wachovia Education Finance (Educaid)	www.educaid.com	830005	800-338-2243
Woodforest National Bank	www.woodforest.com	831929	800-829-4599
First Financial Bank	www.fnbabilene.com/studentloans.html	810778	800-522-7000 ext. 7725
Nelnet	www.academicloan.nelnet.net	833669	866-866-7372
Chase	www.chasestudentloans.com	807807	888-272-5543
Smart Financial Credit Union	www.smartcu.org	827999	800-392-5084
SallieMae	www.salliemae.com	802218	888-272-5543
SunTrust	www.suntruseducation.com	811304	800-552-3006
Collegiate Funding Services	www.cfscampusloan.com	834059	800-762-6441
Citibank	www.studentloan.com	826878	800-967-2400
Wells Fargo	www.wellsfargo.com/student	807176	800-658-3567
Nellie Mae	www.nelliemae.com	829076	800-367-8848
Frost	www.frostbank.com	810883	800-562-6732
Bank of America	www.bankofamerica.com/studentbanking	806746	888-272-5543

Repayment Options:

Generally, repayment begins 6 months after you cease to be enrolled at least half-time (6 hours). Borrowers should receive a notice within 6 weeks after dropping below half-time status. The minimum monthly repayment for each loan is \$50.00, but can be more depending on the amount borrowed. Repayment terms are up to 10 years. Consolidating will extend the repayment period and lower monthly payments, but the interest rate and total interest may be greater.

Responsibilities:

The interest rate, fees and repayment terms for your loan(s) are specified in the promissory notes and/or disclosure statement. Immediate notify you lender if you:

- change your name, address or phone number
- drop below half-time status, withdraw or transfer
- change your graduation date.

Exit Counseling:

Exit Counseling sessions are mandatory when you leave the University. The sessions are required by federal guidelines. You will be informed of your rights and responsibilities as a borrower. Failure to complete exit counseling will result in the withholding of transcripts and/or diplomas until the requirement has been completed.

Withdrawal:

Students withdrawing from the University must complete exit counseling and are subject to Return of Title IV calculations on any funds disbursed during the semester in question. This repayment calculation may require the student to repay part or all of the financial aid disbursed to the student. The Comptroller's Office will perform a Return of Title IV funds on each student that withdraws for the semester and notify the student of any repayment of funds as a result of the calculation.





Federal Student Loan Request Form

Instructions:

- Refer to your Award Letter or check on line at www.em.tsu.edu/financialaid to determine the amount you are eligible to borrow. The loan amounts will be indicated under the separate programs as Federal Subsidized Stafford Loan and Federal Unsubsidized Stafford Loan(s). You may have a combination of both programs listed on your Award Letter.
- Enter the total amount you wish to borrow for the entire year in the Loan Assistance Required section. You may decrease the amount of loan, but not increase the amount indicated on your Award Letter.
- Submit the completed form to the TSU Office of Student Financial Assistance for processing.

Student Section: Please print neatly or type.

Last Name	First Name	MI	Date of Birth (Month/Day/Year)	Social Security Number --- ---
Lender Name			Lender Code	Loan Period (month/year) From: To:

Loan Assistance Requested:

I request the following loan type(s) to the extent which I am eligible : Federal Subsidized Stafford Federal Unsubsidized Stafford

\$ _____ .00

I request this total amount under these loan types not to exceed the "need" or cost of education as defined by federal methodology. My school will certify my eligibility for each loan type for which I am applying the amount and other details of my loan(s) will be described to me in a disclosure statement provided by my lender.

Submission of this Loan Request Form will initiate the processing of your Federal Stafford Loan. You are strongly encouraged to read the borrower's rights and responsibilities contained in the Federal Stafford Loan Master Promissory Note.

- I understand that this is not an actual loan application, but the financial information will be used to certify an actual Federal Stafford Loan.
- I understand that should I change lenders after submitting this form to the Office of Student Financial Assistance at Texas Southern University, I must inform them as well as my original lender. Failure to comply will severely impede the receipt of my Federal Stafford Loan disbursement.
- I understand that I am not obligated to borrow these funds and may terminate this process at any time by providing the Office of Student Financial Assistance with a written statement.
- I authorize the Bursar's Office to apply my financial aid funds directly to all current term charges posted to my student account. Current term refers to the specific term for which aid is awarded.

Borrower's Signature

Date

Authorization to Apply Credit Balances for any TITLE IV Program (grants, loans, scholarships):

Texas Southern University credits your student account to pay tuition, fees, and housing charges. Other institutionally incurred expenses can be paid with Title IV funds once your university charges have been met.

By signing below, I grant Texas Southern University permission to credit my account using accepted Title IV funds for other institutionally incurred expenses (i.e., parking fees, library fines, etc).

I understand that this agreement may be terminated at any time by providing a written statement to the Bursar's Office at Texas Southern University, 3100 Cleburne, Houston, TX 77004.