

MEMORANDUM

To: Professional Studies Students

From: Office of Financial Aid

Date: April 3, 2008

Subject: Procedures for first-time Federal loan applicants

To receive Federal Stafford loan funds, please follow the directions listed below and sign your Promissory Note *immediately*.

For first time loan borrowers at Shorter, we cannot receive any loan money for you until the promissory notes have been signed.

- *Complete an Entrance Loan Counseling Session online by clicking the "FORMS" link through your Online Financial Aid Account at <https://finaid.shorter.edu>.
- *Complete and return a Title IV authorization form. This will be covered during your orientation program.
- *Apply and complete the online master promissory note by logging in to your Online Financial Aid Account through clicking the "FORMS" tab at <https://finaid.shorter.edu>. You will then be directed to a screen where you will be instructed to create an account, log in, and complete the loan application process.

***Returning students who received loans last semester to pay tuition do not need to complete this step!**

After applying for your loan, if you need assistance, please contact Texas Guaranteed Student Loan Corporation at (800) 845-6267 or cust.assist@tgslc.org.