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## How to Accept Your Loans

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To accept a **Federal Direct Stafford Loan** (Subsidized and/or Unsubsidized) you have been **offered**, complete the following:

**Step 1:** Accept the loan(s) on myLane. See the reverse side of this form for directions.

**Step 2:** Complete the **Direct Loan Entrance Counseling** (Quiz) requirements:  
From the myLane Home page, select the “**myMoney**” tab. Under “**Financial Aid Requirements**”, select “**Student Requirements**”. Entrance requirements will be listed under “**Unsatisfied Requirements**”. Click on the Direct Loan Entrance Counseling link, or go to <https://studentloans.gov>.

**Step 3:** Complete the **Direct Loan Master Promissory Note** requirements at <https://studentloans.gov>

**\*\*To complete Steps 2 and 3, you will need the PIN number you received from the Department of Education. To apply or re-request your PIN, go to <http://www.pin.ed.gov>. This is not your myLane PIN.**

**IMPORTANT NOTE:** Completing the Direct Loan Counseling and Master Promissory Note requirements **ONCE** will satisfy the requirements for either or both loans and for subsequent years. *Example*—If you satisfied Steps 2 & 3 for the 2010-11 school year at Lane, you will not have to complete them for the 2010-11 school year.

To accept a **Parent Loan for Undergraduate Student (PLUS)** you have been **offered** from the Direct Loan Program, your parent must complete the following:

**Step 1:** Your parent must go to <https://studentloans.gov> and **SIGN IN**. Select “**Request PLUS Loan**” then select “**Parent PLUS**”.

**Step 2:** Your parent must complete the Direct PLUS Loan Master Promissory Note requirements at <https://studentloans.gov>.

**\*\*To complete Steps 1 and 2, your parent will need the PIN number they received from the Department of Education. To apply or re-request a PIN, go to <http://www.pin.ed.gov>.**

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To accept the **Federal PERKINS Loan** you have been **offered**, complete the following:

**Step 1:** Accept the loan on myLane. See the reverse side of this form for directions.

**Step 2:** Complete the **Perkins Loan Entrance Counseling** (Mapping Your Future) requirements:  
From the myLane Home page, select the “**myMoney**” tab. Under “**Financial Aid Requirements**”, select “**Student Requirements**”. Entrance requirements will be listed under “**Unsatisfied Requirements**”. Click on the Perkins Loan Entrance Counseling link, or go to <http://mappingyourfuture.org/oslc/counseling/SchoolPages.cfm?SchoolPageID=8941&SchoolID=3308>

**Step 3:** Complete the **Perkins Loan Master Promissory Note** requirements:  
Complete and return one copy of the enclosed Federal Perkins Loan Promissory Note. **NOTE:** *You are not required to complete another Master Promissory Note if you received a Perkins Loan disbursement in the 2007-2008 or subsequent school years.*

# Accept Your Loans on myLane

Loans have to be repaid. Before accepting the loans, take in to consideration your need to borrow and how much debt you may have already incurred. **Carefully read all three options** below before accepting the loans offered to you. You can also wait and decide later.

From the myLane Home page, select the “myMoney” tab. Under “Financial Aid Awards”, select “Accept Awards”. Select the “Accept Award Offer” tab.

**Option 1.** You can accept the **Full Amount** of **ALL LOANS** being offered to you.

## Award Decision

Fund	Status	Fall	Winter	Spring	Total	Accept Award	Accept Partial Amount
Fed Direct Stafford Loan-Sub	Offered	\$1,167.00	\$1,167.00	\$1,166.00	\$3,500.00	Undecided	
Fed Direct Stafford Loan-Unsub	Offered	\$2,000.00	\$2,000.00	\$2,000.00	\$6,000.00	Undecided	
Federal Pell Grant	Accepted	\$1,427.00	\$1,427.00	\$1,427.00	\$4,281.00		

Click here to Accept ALL LOANS.

**Option 2.** You can **Accept** or **Decline** the full amount of an **individual Loan**.

## Award Decision

Fund	Status	Fall	Winter	Spring	Total	Accept Award	Accept Partial Amount
Fed Direct Stafford Loan-Sub	Offered	\$1,167.00	\$1,167.00	\$1,166.00	\$3,500.00	Accept	
Fed Direct Stafford Loan-Unsub	Offered	\$2,000.00	\$2,000.00	\$2,000.00	\$6,000.00	Decline	

From the pull-down list select Accept or Decline and click the Submit Decision button.

**Option 3.** You can accept a loan but **request a lower amount**.

## Award Decision

Fund	Status	Fall	Winter	Spring	Total	Accept Award	Accept Partial Amount
Fed Direct Stafford Loan-Sub	Offered	\$1,167.00	\$1,167.00	\$1,166.00	\$3,500.00	Accept	2500
Fed Direct Stafford Loan-Unsub	Offered	\$2,000.00	\$2,000.00	\$2,000.00	\$6,000.00	Undecided	

From the pull-down list select Accept. Enter the amount you want to accept for the **school year** in the Accept Partial Amount box and click the Submit Decision button.

**If you need additional assistance, contact Enrollment and Student Financial Services at 541-463-3100.**