
How to Accept Your Loans

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 ExpressLane. See the reverse side of this form for directions.
- Step 2:** Complete the **Direct Loan Entrance Counseling** (Quiz) requirements: From the Financial Aid Menu select “**My Financial Aid Eligibility Requirements**” then select “**Student Requirements**”. Your entrance requirements will be listed under “**Unsatisfied Requirements**”. Click on the Direct Loan Entrance Counseling link, or go to <http://www.dlsonline.com>.

- Step 3:** Complete the **Direct Loan Master Promissory Note** requirements: You can click on the link from the “**My Award Information**” menu or “**Accept Award Offers by Aid Year**” page, or go directly to <http://www.dlenote.ed.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 ExpressLane 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 2007-08 school year at Lane, you will not have to complete them for the 2008-09 school year.

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

- Step 1:** Your parent must complete and return the PLUS Loan Acceptance Form.
- Step 2:** Your parent must complete the Direct PLUS Loan Master Promissory Note requirements at <http://www.dlenote.ed.gov>. For additional information, refer to the PLUS form enclosed.

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

- Step 1:** Accept the loan on ExpressLane. See the reverse side of this form for directions.
- Step 2:** Complete the **Perkins Loan Entrance Counseling** (Mapping Your Future) requirements: From the Financial Aid Menu select “**My Financial Aid Eligibility Requirements**” then select “**Student Requirements**”. Your entrance requirement will be listed under “**Unsatisfied Requirements**”. Click on the Perkins Loan Entrance Counseling link, or go to <http://www.mappingyourfuture.org/oslc/counseling/index.cfm?act=Intro&OslcTypeID=3>.
- 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 a Master Promissory Note if you received a Perkins Loan disbursement in the 2007-2008 school year.*

Accept Your Loans on ExpressLane

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 Financial Aid Menu select **“My Award Information”** then select **“Accept Award Offers by Aid Year”**.

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

Award Decision

Fund	Status	Amount	Award Decision	Accept Partial Amount
Fed Direct Stafford Loan-Sub	Offered	\$3,500.00	Decide Later	<input type="text"/>
Fed Direct Stafford Loan-Unsub	Offered	\$4,000.00	Decide Later	<input type="text"/>
Oregon Opportunity Grant	Accepted	\$1,470.00		
Federal Perkins Loan	Offered	\$2,700.00	Decide Later	<input type="text"/>
Fed Supplemental Ed Opp Grant	Accepted	\$600.00		
Total		\$12,270.00		

Click here to Accept ALL LOANS.

Accept Full Amount All Awards

Submit Decision

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

Award Decision

Fund	Status	Amount	Award Decision	Accept
Fed Direct Stafford Loan-Sub	Offered	\$3,500.00	Accept	<input type="text"/>
Fed Direct Stafford Loan-Unsub	Offered	\$4,000.00	Decline	<input type="text"/>
Federal Perkins Loan	Offered	\$2,700.00	Decide Later	<input type="text"/>
Total		\$10,200.00		

From the pull-down list select Accept or Decline.

Click Submit Decision after you make your selection.

Accept Full Amount All Awards

Submit Decision

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

Award Decision

Fund	Status	Amount	Award Decision	Accept Partial
Fed Direct Stafford Loan-Sub	Offered	\$3,500.00	Accept	2500
Fed Direct Stafford Loan-Unsub	Declined			
Federal Perkins Loan	Accepted	\$2,700.00		
Total		\$6,200.00		

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

Click Submit Decision after you make your selection.

Accept Full Amount All Awards

Submit Decision

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