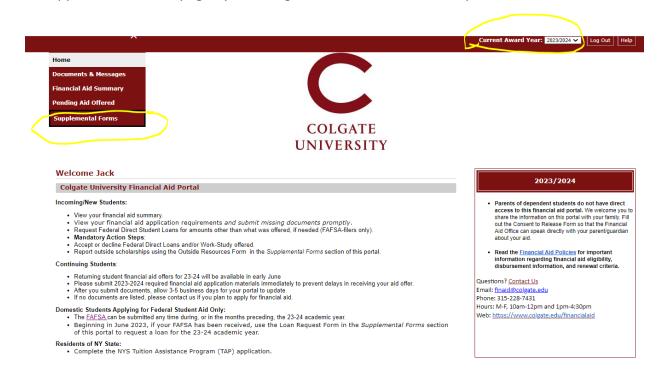# Colgate Financial Aid Portal

Requesting Federal Direct Loans Instructions

These instructions are for the Federal Direct Student Loan Request Form. Use this form to request a loan if none have been offered to you in your package, or to borrow more than the amount offered on your Awards page.

If you were offered loans as part of your original financial aid package, and would like to borrow the loan amount already offered and no more, do not complete this form. Instead, accept the loans that are already offered via the "Pending Aid Offered" screen on your Financial Aid Portal.

To complete the Federal Direct Student Loan Request form, first, log-in to the student Financial Aid Portal. Make sure you have the 2023/2024 award year selected in the top right corner.

Go to the Supplemental Forms page by selecting it from the Menu in the top left corner:

Select the "Federal Direct Loan Student Request Form" on the Supplemental Forms page.

Supplemental Forms

Only complete forms that are applicable to you. Once submitted, the Financial Aid Office will process the information you provided. If you have questions, or to amend a form after it was submitted, contact the Office of Financial Aid.

Your Supplemental Forms

Application	Application Description	Application Status	Status Date
Consent to Release Financial Aid Information	Student's written authorization to disclose financial aid information to third parties (e.g. parents/guardians)		
Consent to Release Aid Status to Colgate Depts.	Student's written authorization to disclose financial aid information to Colgate University Departments		
Consent to Release Aid Status to Outside Agency	Student's written authorization to disclose financial aid information to an outside agency		
Federal Direct Student Loan Request Form	Complete this form to borrow a Federal Direct Loan		
Outside Resource #1 Form	Form for reporting outside resource (e.g. scholarships, tuition benefits, etc.)		

On the form, complete the 1st field to enter the amount to be borrowed. The last 2 questions are **optional,** and only need to be completed if the student is requesting a loan amount for one semester only (ex. fall or spring). Click "Save and Submit". You will receive a revised award letter once your loan request has been processed.

**COLGATE
UNIVERSITY**

Federal Direct Student Loan Request Form- Award Year 2023/2024

Use this form to request and accept Federal Direct Student Loans for amounts other than what was originally offered. The Financial Aid Office will send you a revised financial aid notice via email after your loan request has been processed.

The Department of Education sets the following annual borrowing limits for undergraduate students:
- First year (0 - 5.99 course credits):
  - $5,500 – dependent undergraduate students
  - $9,500 – if your parent was denied a PLUS loan or if you are independent (per FAFSA)
- Second year (6 - 13.99 course credits):
  - $6,500 – dependent undergraduate students
  - $10,500 – if your parent was denied a PLUS loan or if you are independent (per FAFSA)
- Third and fourth years (14 course credits or more):
  - $7,500 – dependent undergraduate students
  - $12,500 – if your parent was denied a PLUS loan or if you are independent (per FAFSA)

The Department of Education sets the following annual borrowing limits for graduate students:

- Unsubsidized Loan - Up to $20,500 per academic year

All fields marked with an asterisk are required.
   1. Indicate the total loan amount you plan to borrow for the full academic year (loans will be evenly split unless noted below). *

Answer the following two questions, only if you are requesting a loan for one semester (fall only or spring only) or if you do not want the loan evenly split.

   1. To borrow for the fall semester only, enter the total amount you plan to borrow for the fall.

   2. To borrow for the spring semester only, enter the total amount you plan to borrow for the spring.

Contact us at finaid@colgate.edu or 315-228-7431 if you have questions or if you submit a loan request form in error.

Clicking **Save** stores your application data. You can return any time to finish filling out your application before submitting it. Clicking **Submit** delivers your application data to our institution for consideration.

| Clear | Save | Save and Submit | Close |