

## Exit Loan Counseling Instruction Sheet

All students who borrowed through the Direct Student Loan Program during the current academic year are required to complete an Exit Loan Counseling Session. Completion of exit loan counseling is a federal requirement and provides students with information regarding their rights, responsibilities and obligations to the Direct Student Loan Program.

In order to complete the Exit Loan Counseling Session, you will need the following information:

- a) Your expected employer and address, if applicable
- b) Name, address and telephone number of next-of-kin
- c) Name, address and telephone number of two personal references
- d) Your personal student loan information (listed on the enclosed form)
- e) Your FSA (Federal Student Aid) ID and password (this has replaced the FAFSA pin number process). If you problems call the Federal Student Aid Customer Service Center at 1-800-433-3243.

To access the Exit Loan Counseling Session, please follow these steps:

1. Go to <https://studentloans.gov> and login using your FSA ID and password. If you DO NOT have an FSA ID and password or do not remember the one you created click "Create an FSA ID" under login. Use the "Edit my FSA ID" to retrieve your FSA ID and/or password.
2. Once logged in from "My Home Page" (Drop down "Menu" select- My Home Page), Click on "Complete Loan Counseling (Entrance, Financial Awareness, Exit)" from the list under "I want to:" main menu.
3. Under "Counseling Type" Click the **Start** button next to Exit Counseling (last option).
4. Find Central Wyoming College under "Add Schools to Notify" and click on "Notify this School" then click "Continue".
5. Follow the prompts to get through all 5 sections. **Make sure to click on the + and drop down arrows to open each section or you will be unable to move forward.**

Confirmation of your completion of the Exit Loan Counseling Session should be forwarded to the Financial Aid Office within 24-48 hours. **To ensure you have completed the exit counseling please forward your confirmation e-mail to Tasha Plumb at [tplumb@cw.edu](mailto:tplumb@cw.edu) or drop off your confirmation at the Rustler Central Office. If you fail to complete this process by the deadline on the enclosed letter, a financial aid hold will be placed on your account. You will not be able to request transcripts, register for courses or view your grades until completed.**

If you need further clarification about this process or have any student loan questions, please feel free to contact the CWC Financial Aid Office at 307-855-2115 or in-state, toll-free at 1-844-468-6292.

Online Student Loan Counseling confirmation page to the Ombudsman Office.

Office of the Ombudsman

United States Department of Education

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<http://fsahelp.ed.gov> OR <http://ombudsman.ed.gov>