

The following steps will help you complete all processes to be sure your financial aid disburses in a timely manner. Please use this form as a check off sheet to be sure you have all steps completed. Be sure to check your CWC EMAIL on a regular basis.

STEP 1: REVIEW AND SIGN YOUR AWARD LETTER

Attached is your 2018-19 Financial Aid Award Letter. Please read and review each document included in this packet. Please sign and return your Award Letter to CWC's Rustler Central.

STEP 2: CHOOSE A PAYMENT METHOD (if applicable)

If you are expecting a refund/overage to be disbursed to you – you will need to choose a payment method. There are two options to choose from: 1) Bank Mobile Vibe Account **OR** 2) Personal Bank Account

STUDENT LOAN PROCESS STEPS - if you are accepting and are requesting a student loan – the following additional steps need to be completed:

STEP 1: COMPLETE THE 2018-2019 STUDENT LOAN APPLICATION REQUEST FORM

Indicate on this form which loan type (Direct Subsidized / Direct Unsubsidized), which term(s), and how much you want to borrow for the 2018-2019 school year.

STEP 2: COMPLETE ON-LINE STUDENT LOAN ENTRANCE COUNSELING

The following steps will assist you in completing the on-line student loan 'entrance counseling' requirement.

- From any computer with internet access, log-on to: <https://studentloans.gov>.
- Log in using your FSA ID and password (this is the same log in and password for completing your FAFSA application). If you do not remember your FSA ID and or password - click on Create an FSA ID under the log in. Next click on Manage My FSA ID and follow the prompts to retrieve username and/or password.
- Once you are logged in, (on the MY HOME PAGE), under the 'I want to:' click on Complete Loan Counseling (Entrance, Financial Awareness, Exit).
- Under Choose Loan Counseling Type, find **Entrance Counseling**, then click the **Start** button (on the right side).
- Next, under the Notify These Schools (on the left side – choose Wyoming and Central Wyoming College), it will populate our address, click on the **NOTIFY THIS SCHOOL** button. Next select I am completing the entrance counseling to receive Direct Loans as an undergraduate student. Read and follow the prompts to get through all 5 sections (Understand Your Loans, Manage Your Spending, Plan to Repay, Avoid Default, Finances: A Priority). Once you have completed all five sections, you will have completed the Entrance Counseling requirement.

STEP 3: COMPLETE YOUR MASTER PROMISSORY NOTE

- Go back to the MY HOME PAGE, under the 'I want to:' click on Complete Loan Agreement (Master Promissory Note).
- Under Select the type of Direct Loan MPN you would like to preview or complete, find MPN for Subsidized / Unsubsidized Loans, then click the **Start** button (on the right).
- You will fill in all information under the 4 sections (Information, References, Review & Edit, Sign & Submit).
- Your MPN will be electronically sent to CWC Rustler Central within 24 to 48 hours, so we recommend that you print page 1 of the MPN and bring or email it to CWC's Rustler Central. Print a copy of your MPN for your records.

LOAN CANCELLATION INFORMATION

Any time prior to disbursement of the loan, you may cancel all or part of the loan by notifying CWC Rustler Central. No origination fee, guarantee fee, or interest will be charged on the amount of the loan that is cancelled. Any time within 120 days of disbursement, you may pay back all or part of the loan. The loan fees will be reduced or eliminated in proportion to the amount returned.