Instructions to Accept or Decline the Offer of Student Loans

Beginning with the Fall 2014 Semester, NGTC will no longer require students to complete a loan request form to request a Federal Direct Student Loan. Federal Direct Student Loans will be pre-packaged to all student accounts. The award amounts will be visible in BannerWeb. Upon acceptance of the Federal Direct Student Loan, you will receive an award letter via student email.

PLEASE NOTE: Even though Federal Direct Student Loans are automatically packaged to student accounts, disbursement of funds to the students account is based on but not limited to the student being enrolled in a program that is eligible to receive federal funds, completion of the steps below, meeting SAP requirements, and be enrolled for a minimum of 6 credit hours in their program of study. Please be advised that excluding summer term, all loan awards will be divided into two terms and disbursed accordingly. The only exception is for graduating students.

All students, who wish to accept the offer of a Federal Direct Student Loan must follow the instructions below.

1. Complete Student Loan Entrance Counseling.
   a. Visit www.studentloans.gov
   b. Under Manage my Direct Loan, sign in with your PIN (or create a PIN).
   c. Select Entrance Counseling
   d. Complete the requested information.
   e. Please email Diane Stover (dstover2@northgatech.edu) once complete.

2. Complete the Direct Loan Master Promissory Note (MPN).
   a. Visit www.studentloans.gov
   b. Under Manage my Direct Loan, sign in with your PIN (or create a PIN).
   c. Sign the Master Promissory Note for Subsidized/Unsubsidized Loan.
   d. Complete the requested information.
   e. Please email Diane Stover (dstover2@northgatech.edu) once complete.

   a. Log in to Banner Web using your User ID (910XXXXX) and PIN
   b. Click Student Services
   c. Click Financial Aid
   d. Click Aid Award link & then click the Accept Award tab
   e. Select appropriate Decision for each individual award and Submit decision
   f. Or click Accept Full Amount of all Awards to accept all awards.
   ***To Accept a Partial Amount of an award, enter the amount in the Accept Partial Amount field, and click Submit. ***
   Note: Please ignore the Forbidden error message.

Remember to be conservative! This money must be repaid, along with interest, to the federal government.

Questions regarding your Federal Direct Student Loan?
Contact Diane Stover @ dstover2@northgatech.edu or 706-754-7806.