

Dear Student,

Applying for a federal loan is a complex process, but by following the correct steps it should not be too difficult to complete the application. Please read carefully the following instructions about how to apply for a Federal Loan, and overview of the steps that are taken by the School to administer your application. If you need any assistance with the application process, please do get in contact. The School will not know if you have not completed all the necessary steps for each loan, so it is important to maintain good communication.

The flowchart will help you through all the required processes in the correct order. You will also need the Cost of Attendance spreadsheet, which:

- will tell you how much you can borrow
- lets you tell us how much you want to borrow
- gives you a checklist of the evidence you must submit to the School in your application.

You must complete all the steps in the flow chart before submitting the documents to the School. We are unable to originate and confirm your loan if anything is incomplete.

Take the trouble to carefully read through the flowchart BEFORE you start. There are some stages where we need a screen-shot as evidence and if you run past that stage then you may have to start over again to get back to it. This is particularly important at the credit check (for PLUS loans) because if you miss it, you have to wait at least 24 hours for the email from the USDE. If that email only states that you have done a credit check but does not give the result, then you will have to go through the credit check and screen-shot again. Each application for a credit check is logged on your credit rating and multiple credit checks may affect your credit rating in the future.

To send the evidence to us, we would suggest that you send your data by using OneDrive, Google Docs, iCloud or Dropbox. We need all the evidence from you at the same time; if anything is missing we cannot start the origination process. Please do not send only part of the required information – it is best to wait until you have everything ready at the same time.

As you are borrowing public funds, please be mindful that taxpayers do not expect students to have a higher standard of living than they do. It is not unreasonable that there are strict rules and regulations relating to eligibility, financial need and how much a student is entitled to borrow. Please ensure you borrow only the money that you need.

When you have finished and collected all the evidence, you can use OneDrive, GoogleDocs, iCloud or Dropbox to attach the evidence and send an email as directed below:

To: studentfundingofficer@gsmd.ac.uk
Subject USL SURNAME NAME

We are happy to help if you are having problems, but please read the instructions and follow the flowchart before you contact us. If you have completed FAFSA correctly, then all other parts of the flowchart should take you only a couple of hours, but if you miss screenshots or other key steps it may take you a few days to complete the process. We will advise you as soon as we receive the documents, start work on your loan application, and when your loan documents are on their way.

Eloise Peters
Student Funding Officer