



Steps to complete a Direct Student Loan at TVCC

Athens Campus
100 Cardinal Dr.
Athens, TX 75751
903.675.6233

Palestine Campus
2970 N State Hwy 19
Palestine, TX 75803
903.729.7028

Terrell Campus 1200
E. Interstate 20
Terrell, TX 75161
972.563.4940

Health Science Center
1551 SH 34 South
Terrell, TX 75160
469.614.3800

Kaufman Campus
800 Ed Hall Drive
Kaufman, TX 75142
972.932.5725

1. Log into My Cardinal Connect.
2. Click on Financial Aid option from the home menu.
3. At top portion of the page, on the left, select the appropriate award year from the drop down box.
4. Click "Review and Accept your Financial Aid Package."
5. Click Accept or Decline on the Subsidized Loan.
6. Make sure the semester you want to receive the funds is checked, you may also change the amount in the box if you wish to have a **lower** amount.
7. Click Accept on the loans.
8. Repeat Steps 5, 6, 7 for Unsubsidized Loans.
9. Click Decline on any loans you don't want.
10. Under Loan Requirements, lower down on the page, verify that you have completed your Master Promissory Note and Entrance Counseling. If these items do not have check marks beside them, click the link to complete each process. When you get to the Entrance Counseling Summary, on the following page, click on 'Complete a Master Promissory Note' in the next steps box on the right side of the page.

For your loan funds to be disbursed, you MUST sign a **MASTER PROMISSORY NOTE (MPN)** and complete **ENTRANCE COUNSELING** for an **Undergraduate student**.

1. Go to www.studentaid.gov.
2. Click the drop down arrow next to "Loans and Grants" and select " Loan Entrance Counseling" from the first column of the menu that appears.
3. Click "Log in to start" next to the option for Undergraduate Student.
4. Log in using your FSA ID & password.
5. Click 'accept' on the prompt.
6. Add Trinity Valley Community College to school to notify.
7. Select 'I am completing entrance counseling to receive Direct Loans as an undergraduate student.'
8. Complete the Entrance Counseling and submit.
9. When you get to the Entrance Counseling Summary, on the following page, click on "Complete a Master Promissory Note" in the next steps box on the right side of the page.
10. Go through the prompts to complete your Master Promissory Note (MPN) and submit it.

If you signed a Master Promissory Note and completed Entrance Counseling for the Direct Loan program in a previous semester, you may not be required to do so again.

DO THIS IMMEDIATELY SO YOUR LOAN FUNDS WILL NOT BE DELAYED!!!

Loan funds are released according to borrower status and the receipt of loan funds. Loan funds are disbursed in two installments: usually early in the fall and early in the spring. If a student is awarded a loan that covers both fall and spring semesters, funds will be split evenly between semesters. If a loan is awarded for a single semester, funds will be disbursed in two installments as well: approximately ½ of the funds will be delivered early in the semester, and the other ½ midway through the semester.

1st time borrower: Loan funds will be received, released and/or delivered no earlier than 30 days after the first official class day, for all 1st time borrowers.