

Federal Stafford Loan Instructions

Federal Stafford loans are educational loans offered through the Federal Family Education Loan Program (FFELP), a partnership between colleges, lenders, guarantee agencies and the federal government.

Your financial aid award letter shows the amount you are eligible to borrow in subsidized and/or unsubsidized loans. If you wish to borrow less, please refer to the instructions on your award letter.

There are two steps to apply for a Federal Stafford Loan:

- **Step 1:** Complete Loan Entrance Counseling

All first time borrowers are required to complete an Online Entrance Loan Counseling session. The online entrance counseling session will give you a better understanding of how student loans work and your rights and responsibilities as a student borrower. This is a requirement of the federal government and must be completed through the internet by accessing the URL address:

<http://MappingYourFuture.org/se>

Information you will need to complete the counseling session:

- Your social security number
- Your driver's license number
- Two references – name, address, phone number

After completing the session, print out the confirmation page and submit it to the Office of Financial Aid.

- **Step 2:** Complete the Federal Stafford Loan Master Promissory Note on-line.

Access our website at www.ben.edu/resources/financialaid/loan.asp, select a lender, and follow the lender's application instructions. Once the lender has approved your application, the lender will forward your loan request directly to the Office of Financial Aid. *Please note: borrowers may use a lender not on this lender list.*

Both steps must be completed before Federal Stafford funds are credited to the student's tuition account.