All New Butler Federal Direct Loan borrowers must complete two very important steps in order to receive Federal Direct Loan funding. In addition to the two steps, you will WEB accept your Federal Direct Loan.

 Go to http://www.butlercc.edu to log into Pipeline. (If you do not know your Pipeline username and password refer to your paper Financial Aid communication letter or contact Admissions 316-322-3255.)

 Locate the Quick Clicks box on the left side of the page. Select the drop down menu under “Student Quick Clicks” and select “Fin Aid Award Info” – you are now at the Award Information page

 Select Award By Aid Year

 Select the appropriate aid year and click “Submit”

 Click “Accept Award Offer” tab

Step 1 – Accept Your Offered Loan Award

• Scroll to the bottom of the page to accept your Offered Federal Direct loan.
• You can decrease your offered loan award, but you cannot increase. Select your decision from the drop down menu and then click the “Submit Decision” button. Once you have submitted your decision, changes are not allowed without contacting us at finaidmail@butlercc.edu or 316.322.3121. It is wise to accept a Fall/Spring loan if you are planning to attend both semesters so your loan is processed without any further steps.

Step 2 – First time Butler Federal Direct Loan borrowers

Complete Federal Direct Loan Entrance Counseling

☐ Allow at least 30 minutes to complete your Entrance Counseling
☐ Click the red hyperlink ‘HERE’ to open a secure external website to begin your Federal Direct Loan Entrance Counseling
☐ Once the external StudentLoans.gov website opens – click Log In to login using your FSA ID If you do remember your FSA ID or you do not have one, once you select Log In you may select Create an FSA ID or Forgot Username or Password. Select your language, agree to the Terms and conditions, and enter your email address. Click Save and Continue
☐ Click Complete Entrance Counseling
☐ Select start ENTRANCE Counseling
☐ Select KANSAS as the school state
☐ Select Butler Community College – click Notify School
☐ Select UNDERGRADUATE as student type and click Continue
☐ Read material and answer questions – complete activities throughout counseling sections
☐ Click Submit Counseling

Step 3 – First time Butler Federal Direct Loan borrowers

Complete a Federal Direct Loan Master Promissory Note (MPN)

• The entire MPN process must be completed in a single session, so be sure you have enough time before you start. Each MPN generally takes approximately 10-30 minutes to complete.
• Select Complete Subsidized/Unsubsidized MPN as the type of loan you would like to receive.

Your Federal Direct Loan will not be Officially Originated unless you have completed Federal Direct Loan Entrance Counseling, a Federal Direct Loan MPN, you have web accepted your offered loan, you are enrolled in at least 6 attending credit hours, and you are not on Financial Aid Suspension. Direct Loan awards are based on your enrollment status: full-time status 12 or more hours, or three-quarter time status (9-11 hours), or half-time status (6-8 hours).

Loan funds are not disbursed to your Accounts Receivable (AR) account until approximately 30 business after the start of your classes in Fall or Spring. To see disbursements dates – click the “Special Messages” Tab located on the Award Package by Year page in your Pipeline account.
FEDERAL FINANCIAL AID
DISBURSEMENT SCHEDULE
2019-2020

Scholarships disburse to your student account approximately 25 business days after the beginning of the semester.

Federal funds disburse approximately 30 business days after the beginning of the start of your classes if all other requirements are met. Credit balance refunds are issued via a paper check, or by direct deposit to your bank if setup by you in Pipline. **Students in late starting classes or who have not met all requirements will have a later disbursement date.**

You may check your disbursement dates from your Butler Pipeline account. You may also email finaidmail@butlercc.edu or call 316.322.3121.

**FALL/SPRING loans refer to the 1st disbursement dates during Fall and Spring**

1. **Fall Disbursements**
   - Scholarship: Fed to AR 09-18-19, Sent to Student 09-19-19
   - Pell/SEOG: 09-23-19, 09-26-19
   - Fall Only Loan (No Spring or Summer) – 1st Disb: 09-24-19, 09-26-19 and
   - Fall Only Loan (No Spring or Summer) – 2nd Disb: 10-22-19, 10-24-19

2. **Spring Disbursements**
   - Scholarship: Fed to AR 02-19-20, Sent to Student 02-20-20
   - Pell/SEOG: 02-24-20, 02-27-20
   - Spring Only Loan (No Fall or Summer) – 1st Disb: 02-25-20, 02-27-20 and
   - Spring Only Loan (No Fall or Summer) – 2nd Disb: 03-24-20, 03-26-20

3. **Summer Disbursements**
   - Scholarship: Fed to AR 06-17-20, Sent to Student 06-18-20
   - Pell/SEOG: 06-22-20, 06-25-20
   - Summer Loan – 1st Disbursement: 07-07-20, 07-09-20 and
   - Summer Loan – 2nd Disbursement: 07-14-20, 07-16-20

**Federal Annual Loan Limits are based on Grade Level**

You are not required to accept student loans and are encouraged to accept only what is necessary. You can decline or reduce your loan when accepting your Federal Direct loan offer. Loans do require repayment and accrue interest.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Dependent Student (Parent Information Included on FAFSA)</th>
<th>Independent Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Level 1 (0-29 passed credit hours)</td>
<td>$5,500 per school year (up to $3,500 of which may be subsidized)</td>
<td>$9,500 per school year (up to $3,500 of which may be subsidized)</td>
</tr>
<tr>
<td>Grade Level 2 (30 or more passed credit hours)</td>
<td>$6,500 per school year (up to $4,500 of which may be subsidized)</td>
<td>$10,500 per school year (up to $4,500 of which may be subsidized)</td>
</tr>
</tbody>
</table>

Effective July 1, 2013, all **NEW** Direct Loan Borrowers have a 150% limit on the amount of time they can borrow **subsidized** loans based on their program of study. For students seeking a 1-year certificate this timeframe is 1.5 years. For students seeking an Associate’s Degree, this timeframe is 3 years. Once loan borrowers reach this 150% limitation, eligibility for interest subsidy ends for all subsidized loans disbursed on or after July 1, 2013.

**Federal Work Study** pays bi-weekly. Electronic web-entry for your timecard shall be submitted to your supervisor no later than 11:00 p.m. on the Monday following each cut-off date. It is the responsibility of the employee to submit on time. Failure to do so will result in the need to complete a paper timecard with payment issued the following pay period.