

Butler Financial Aid

Important Federal Direct Loan Information

Steps for Accepting a Federal Direct Loan

Federal Direct Loan borrowers must complete all steps listed before the Financial Aid Office will process a Federal Direct Loan. Students that have not completed all steps will be notified.

Steps 1-3 are completed by using your FSA ID to log in to www.studentaid.gov and selecting 'Complete Aid Process' from the dropdown menu.

- Step 1 – Complete Federal Direct Loan Entrance Counseling as an Undergraduate Student if 1st time borrowing a Federal Direct Loan.

- Step 2 – Complete and sign Master Promissory Note (MPN) for Undergraduate Students if 1st time borrowing a Federal Direct Loan OR it has been close to 10 years since previous MPN was signed.

- Step 3 – Complete Annual Student Loan Acknowledgement (ASLA). This must be completed for each Academic Year a student is borrowing a Federal Direct Loan.

- Step 4 – Accept Federal Direct Loan Offer by logging into your Butler pipeline account at www.butlercc.edu.
 - Select “FinAid Awards Info” located in the Student Quick Clicks drop down
 - Select Award by Aid Year
 - Select the appropriate aid year and click submit button
 - Click the “Accept Award Offer” tab
 - Scroll to the bottom of the page to accept your Federal Direct Loan Offer

Students can decrease the amount of an offered loan, but cannot increase. Once a decision has been submitted students cannot make changes without completing a loan change request form with the Financial Aid Office. It is recommended to accept a Fall/Spring loan if you are planning on attending Butler for both semesters so your loan is processed without further steps or delays in disbursement.

Student must be enrolled in at least 6 credit hours required for their Butler degree each semester, cannot be currently on Financial Aid Suspension, and Financial Aid file must be complete before a Federal Direct Student Loan will be processed. Direct Loan offers are based on Financial Aid fundable enrollment status: full-time (12 or more credit hours), three-quarter time (9-11 credit hours), or half-time (6-8 credit hours).

Federal Direct Loan funds are not disbursed to your Accounts Receivable (AR) account until approximately 30 business days after the start of your classes for the semester. To see disbursement dates – click the “Special Messages” tab located on the Award Package by Year page on your Butler pipeline account.