2012-2013
COPACE and Graduate Student
Federal Direct Stafford Loan Processing Form

Student Name: ________________________  Clark ID: __________________

In order to process your Federal Direct Stafford Loan, please complete all sections of this form and return it to the Office of Financial Assistance.

1. **Award Acceptance:** You may accept either the full amount or a portion of your Federal Direct Stafford Loan. **Please note that your loan will disburse in equal amounts over each term of enrollment for the academic year.** For example, if you are enrolled for the fall and spring semesters, the amount you accept will be divided equally between fall and spring.

   **Amount of Award Accepted**
   - Subsidized Stafford Loan _____________________________
   - Unsubsidized Stafford Loan ___________________________

2. **Award Declined:** You may decline either the full amount or a portion of your Federal Direct Stafford Loan.

   **Amount of Award Declined**
   - Subsidized Stafford Loan _____________________________
   - Unsubsidized Stafford Loan ___________________________

**Federal Direct Stafford Loan Processing Instructions:** If you are accepting a Federal Direct Stafford Loan and are a first time borrower through the Federal Direct Stafford Loan Program, you must complete a Master Promissory Note (MPN) and Entrance Counseling.

- **Complete your MPN and Entrance Counseling:** Your loan will be processed and your loan information will be sent to the U.S. Department of Education. Your MPN and Entrance Counseling will then be available to complete online at [http://studentloans.gov](http://studentloans.gov). You should continue to check the website for access to your MPN. You will be required to use your U.S. Department of Education issued PIN to complete the MPN. If you do not remember your PIN, you can request a duplicate PIN be sent to you at [www.pin.ed.gov](http://www.pin.ed.gov).

3. I have read and understand the conditions of my award as outlined in the financial aid policies and guidelines listed in the Guide to Your Financial Aid Award.

   ____________________________________  ________________________
   Student’s Signature                  Date

Please return this form to: Office of Financial Assistance
950 Main St., Worcester, MA 01610