

**2018-2019 FALL AND SPRING TERMS ONLY
ON-LINE STUDENT LOAN REQUEST INSTRUCTIONS**

Request loans online using WebAdvisor Financial Aid self-service. All Initial loan requests must be done online.

If you are a first time borrower, you are required to complete **Entrance Loan Counseling** and a **Master Promissory Note** online at <http://www.studentloans.gov>.

Federal Direct loans are a serious obligation, which must be repaid. Therefore, we encourage you to carefully consider the amount of the loan funds you request and borrow wisely! Your eligibility for loan funds will be determined based upon your enrollment (you must be enrolled in at least 6 eligible credits), the educational costs of your academic program, the estimated financial aid resources you will have for the period of the loan, and your aggregate eligibility.

TO REQUEST A LOAN

- Go to the Brookdale website and click on MyBrookdale, click on Webadvisor and login.
- Go to My Financial Aid under Financial Information.
- Hover on the Financial Aid tab at the top of the page to get the drop down menu and click on Request a New Loan. The chart below states maximum annual loan limits.
- Click on Request Other Amount and enter the dollar amount.
- Select Fall and Spring for a Full Year loan, or Fall or Spring if you will be graduating and only need a loan for one term. Unselect summer! An amount entered for the summer will be split between Fall and Spring. There will be a separate summer process available in March 2019.
- Review the amount and terms you selected. Once your request is submitted you cannot make any changes on line. All changes must be done on a *Revised Loan Request* form available for printing on WebAdvisor Financial Aid Resource Section, the Financial Aid Office website Forms and Publications, in person at the One Stop Center in Lincroft, or any Regional Location.
- Your loan request will be processed when your file is complete. You will be notified by email from the Financial Aid Office.

MAXIMUM ANNUAL FEDERAL DIRECT LOAN LIMITS FOR STUDENTS

DEPENDENT STUDENT			
Academic Level	Annual Limit Subsidized	Annual Limit Additional Unsubsidized	Total Annual Limit Subsidized & Unsubsidized
1 st year (less than 24 credits earned)	\$ 3,500	\$ 2,000	\$ 5,500
2 nd year (24 or more credits earned)	\$ 4,500	\$ 2,000	\$ 6,500
<i>*Note: Additional Unsubsidized Loan funds of up to \$4,000.00* per year, (not included in chart) may be available for students whose parents are denied a Parent Loan for Undergraduate Students (PLUS).</i>			
INDEPENDENT STUDENT			
Academic Level	Annual Limit Subsidized	Annual Limit Additional Unsubsidized	Total Annual Limit Subsidized & Unsubsidized
1st year (less than 24 credits earned)	\$ 3,500	\$ 6,000	\$ 9,500
2nd year (24 or more credits earned)	\$ 4,500	\$ 6,000	\$ 10,500