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The University of Tennessee – Martin

Office of Student Financial Assistance  
205 Administration Building  
Martin, Tennessee 38238-5005

Phone: 731-881-7040  
1-800-829-UTM1 (8861)  
Fax: 731-881-7036

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**LOAN REQUEST FORM**  
**Spring 2012 ONLY**

**DIRECT LOANS ONLY**

**With the change in federal law, lending institutions of federal Stafford student loans were eliminated as of July 1, 2010. This means from this point forward, all federal Stafford student loans must be processed as a federal direct loan. These loans will be transmitted to the Department of Education for guarantee.**

**The Stafford loan you've been awarded is only a tentative award. The amount may be reduced or declined. TO RECEIVE THE AWARD, YOU MUST REQUEST YOUR LOAN AMOUNT FROM THIS OFFICE.**

Enter the amount you wish to borrow for the semester by type:

Subsidized \$ \_\_\_\_\_ Unsubsidized \$ \_\_\_\_\_

<b>OFFICE USE ONLY</b>	
Sub: \$ _____	Unsub: \$ _____
Date: _____	Initials: _____

**You will receive your loan funds in 2 separate disbursements:**

1st disbursement – **Jan 10**  
1<sup>st</sup> time freshman 1<sup>st</sup> disbursement **Feb 10**  
2nd disbursement – **Mar 8**

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**Student Signature**

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**Student ID**

**\*\*\* IMPORTANT NOTICES \*\*\***

- You **MUST** be enrolled in at least 6 hours for credit to receive your loan funds.
- You **MUST** sign a Master Promissory Note (MPN) with the Department of Education. This can be done online at [www.studentloans.gov](http://www.studentloans.gov).
- You **MUST** complete an entrance counseling session before funds can be disbursed to your account. If you are a new borrower at UTM, complete the online student loan counseling at [www.studentloans.gov](http://www.studentloans.gov).

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**Student Name (Please print name)**

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**Date**