

William D. Ford Federal Direct Loan Program Application Instructions

I-A School Name - Enter the name of your school as it appears on the Federal Family Education Loan (FFEL) Program Participation Agreement (PPA). If the name of the school has changed since the PPA was signed, enter the school's new name, which should be currently on file with the Department.

I-B FFEL Code - Enter the six-digit school identification number under which your school receives its FFEL funds and FFEL default rate notifications. Note that only one FFEL code per application will be accepted. Institutions that receive funds from the Department under more than one FFEL code and are consequently notified of more than one default rate must apply for the Direct Loan Program under separate FFEL numbers.

I-C IRS Employer Identification Number - Enter your school's nine-digit IRS employer identification number (EIN). This is the tax identification number the IRS issues to businesses.

I-D Printed Name - Please print the name of the president or chief executive officer authorizing your school's application for the Direct Loan Program and whose signature is in the signature block. Also enter the name of the official designated to receive Direct Loan materials.

I-E Title - Enter the titles of persons indicated in I-D.

I-F Address - Enter the address of the president or chief executive officer who is authorizing the school's application for the Direct Loan Program. If the address of the school has changed since the PPA was signed, enter the new address, which should be currently on file with the Department. Also enter the address of the official designated to receive Direct Loan materials.

I-G Telephone Number - Enter the telephone number of the president or chief executive officer who is authorizing your school's application for the Direct Loan Program. Also enter the telephone number of the official designated to receive Direct Loan materials.

I-H FAX Number - Enter the FAX number of the president or chief executive officer who is authorizing your school's application to the Direct Loan Program.

I-I President/CEO Signature - The signature of the president or chief executive officer authorizes the school's application to the Direct Loan Program. This signature is necessary for a school to be considered for acceptance into the Direct Loan Program. By signing this application you certify that the information provided on the form is true and correct.

II-A Type of Participation - If your school wishes to offer new loans only through the Direct Loan Program, check the "No" box. If your school wishes to offer some students new loans through the FFEL Program and some of its new loans through the Direct Loan Program, check the "Yes" box.

II-B Delinquent Debts - Check the box that indicates whether your school owes a delinquent debt to any federal agency. If yes, provide the name of the agency or agencies.

III Consortium Information - For a school to be part of a consortium it must possess a six-digit school identification number under which it has received its FFEL funds and FFEL default rates. Schools that are part of a consortium will participate in the Direct Loan Program in the same manner as the other Direct Loan schools, except that the communication between the Secretary and the schools in consortia is through a single destination point.

In the space provided, please indicate the name (and FFEL number, if the destination point is a school) of the destination point for your consortium. In the additional space provided, list the names and corresponding FFEL numbers of all members of your consortium.

Applications should be sent to:-

**U.S. Department of Education
Office of Postsecondary Education, ROB-3
Direct Loan Task Force, Room 4025
600 Independence Avenue, SW
Washington, DC 20202-5162**

FAX (202) 260-6705

Paperwork Reduction Notice

The time required to complete this information collection is estimated to average 0.2 hours (12 minutes) per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to : U.S. Department of Education, Washington, DC 20202-4651. If you have any comments or concerns regarding the status of your individual submission of this form, write directly to: U.S. Department of Education, Office of Postsecondary Education, ROB-3, Direct Loan task Force, Room 4025, 600 Independence Avenue, SW, Washington, DC 20202-5162