



1. APPLICATION (Applicant/Student to complete)

Read the School's US Federal Loans web pages carefully.



Work out your Cost of Attendance (CoA)

Graduate students can borrow:

- Unsubsidized Loans (up to USD 20,500.00)
- PLUS Loans (up to the maximum CoA)*

* Credit check required

Unsubsidized Loan
(up to USD 20,500)

PLUS Loan
(for anything over
and above the
Unsubsidized Loan
amount)

Complete a FAFSA online (you may wish to print this for your own records)

Complete an Unsubsidized Master
Promissory Note (MPN) (for the
first USD 20,500.00 you wish to
borrow)

Complete a PLUS Loan Master
Promissory Note (MPN) (only if you wish
to borrow more than USD 20,500.00)

Complete a PLUS Loan credit check
(only if applying for a PLUS loan)

Complete entrance counselling

Complete the LSHTM Loans Cover Sheet & email it to: fees@lshtm.ac.uk



2. CHECKS & ORIGINATION (School to complete)

Questions we will ask ...

Step 1. DOCUMENT CHECK

Has the applicant submitted:

- A hand-signed LSHTM Loans Cover Sheet with clear loan amount/s to be originated?

Is there a record that the applicant has completed all the necessary documents (via the FSA website):

- FAFSA?
- MPN for the loan/s requested? (Must have the correct MPN for the loan/s to be borrowed: a Subsidized/Unsubsidized MPN for an Unsubsidized Loan; a PLUS MPN for a PLUS loan.) Each MPN must be e-signed.
- Entrance Counseling?
- An accepted credit check? (for PLUS Loan requests only)
- If the credit check isn't accepted, has the applicant got an Endorser? If so, is the Endorser's Addendum showing? (only for PLUS Loans)

YES to *all* of these questions?

NO to *any* of these questions?

Contact applicant to resolve document issues.

Step 2. ELIGIBILITY CHECK:

- Does the applicant's LSHTM record show that s/he
 - for new students
 - has been made and accepted an LSHTM offer of admission for an eligible course, and
 - will be registered at least half time (50%) on an eligible course, and
 - has completed any required prerequisites for the course?
 - for continuing students
 - is making satisfactory academic progress, and
 - will be registered at least half time (50%) on an eligible course?



Step 2. ELIGIBILITY CHECK (continued):

- Is the accepted credit check still valid (ie less than 180 days old) – for PLUS loan requests only?
- Does the applicant's NSLDS Loan History show that s/he
 - Has no outstanding loan issues, and
 - is within the aggregate loan limits?
- Does the applicant's ISIR (Institutional Student Information Record, which we get from the FAFSA) show
 - no conflicting information and/or Comment Code Markers to be resolved, and
 - s/he is a US citizen or eligible non-citizen, and
 - s/he is registered for Selective Service, if required to be, and
 - s/he does not have a drug conviction affecting his/her eligibility for student aid, and
 - LSHTM has been listed as one of the selected colleges, and
 - the SSN, NSLDS, and SSA citizenship code flags match, and
 - there is no NSLDS Unusual Enrolment History issues, and
 - the Financial Aid History shows amounts under the aggregate loan limit?.

YES to *all* of these questions?

NO to *any* of these questions?

Contact applicant to resolve document issues.

Step 3. CALCULATING COST OF ATTENDANCE:

Only at this stage will we process a loan request.

For each applicant we will assess the maximum Cost of Attendance (CoA) by the following process:

- What is the Admissions team's fee status assessment for this applicant? Is it Home/UK or EU or Overseas?
- What course is the applicant intending to study over the academic year?
- What is the tuition fee rate (based on course, mode of study (FT or PT), and fee status?)



Step 3. CALCULATING COST OF ATTENDANCE (continued):

(a) Fees GBP _____ +
(b) Compulsory Field Trip (only applicable for some MSc Courses GBP _____ +
(c) All other costs (including living allowance, flights, project/fieldwork, travel in London, accommodation etc) GBP _____ =

Total (a) + (b) + (c) GBP _____

Total in USD (using an average exchange rate for the first 6 months of the year, and at worst case scenario) GBP _____ x

GBP to USD exchange rate _____ =

Total USD _____



Step 4. CALCULATING FUNDING ELIGIBILITY:

CoA in USD USD _____ -

Less EFA (Estimated Financial Aid, which is the sum of any grants, bursaries, or scholarships awarded to you)

USD _____ =

USD _____

What is your aggregated loans total? Is it under the [Sub & Unsub Aggregate Loan Limit](#)? Will it still be under aggregate loan limit if we originate Unsub requested?

YES

NO

First USD 20,500.00 processed

Any difference processed as

Unsub

processed as Unsub. Any available).

(to value of remaining

additional, processed as PLUS processed as (dependant on on PLUS MPN & successful credit check).

Any additional loan request processed as PLUS (dependent PLUS MPN & successful credit check).

If the PLUS Loan has an endorser, is the maximum PLUS loan available will be set by the Endorser's Addendum.





Step 5. ORIGINATION:

Loan/s will be originated up to the amount specified on an applicant's cover sheet (unless subsequent discussions have been held and a different subsequent amount requested, or there are limits due to credit check and/or aggregate loan limit).

Where the 'maximum' is requested the origination fee will be added to the net loan amount/s, to ensure that the student receives the maximum CoA.

LSHTM internal checks for validation and audit purposes.

Step 6. LOAN LETTERS

Two letters showing loan and disbursement details will be produced:

- A loan letter
- A visa letter (financial evidence)

and sent by email to the applicant by email.

The originals will be sent to applicants by courier (following confirmation of suitable address).