Please read this document carefully and complete all sections as instructed.

**Application Process Explained:**

Email all your documents as attachments to [funding@kcl.ac.uk](mailto:funding@kcl.ac.uk) with the subject ‘US Loan Application Documents’ from June 1st. Please ensure that you have completed each required document so that we can process your loans in good time.

**Incomplete applications will not be processed.**

*Do not submit any documents before June 1st. Please allow* ***three weeks*** *from the receipt of your complete application for confirmation of your loans and for a Visa letter to be sent to you.*

This document ensures that all information needed to originate your loans has been provided. We require this completed checklist along with all the relevant documents to originate your loans.

Please complete the following:

Name:

Date of Birth:

Social Security Number:

Cost of Attendance: $

Amount of loan you wish to borrow: $

Amount of additional non-Loan financial aid E.G Bursaries, Scholarships: $

Permanent Home Address:

*Please replace each box with an X to confirm the following which apply to you.*

I have firmly accepted an unconditional offer from King’s College London.

My FAFSA answers are correct, I have read my SAR 'Comments about Your Information' section and there are no issues to resolve under 'What you must do now'. I have submitted any documents mentioned in this section with my application.

I have completed Entrance Counselling for my Stafford loans for undergraduates/Stafford and PLUS combined for postgraduates and have provided a screenshot or completion certificate PDF.

I have attached my Stafford MPN PDF.

I have attached my Grad PLUS MPN PDF as I am a **postgraduate** borrowing more than $20,500 ***and***

I have attached a screenshot of my credit check that shows I have been accepted.

I am a dependent **undergraduate** borrowing more than $5,500 (1st year), $6,500 (2nd yr) or $7,500 (3rd year or above) and my parents have applied for a Parent PLUS and attach their PLUS MPN PDF ***and***

I have attached a screenshot of my parent’s credit check that shows they have been accepted.

**Checklist:**

**Personal Details:**

By requesting this loan, I agree to the following:

* The loans are used to pay tuition fees first. King’s uses Western Union to convert the USD loan to GBP; I give my consent for some information to be shared with them.
* I will immediately inform Student Funding of any change to my enrolment status.
* No part of my study will be undertaken in the US or an institution not approved by the US Dept. of Education for the federal aid program.
* I will pay my tuition and/or accommodation fees by the due dates.
* I have read and agree to King’s College London’s Privacy Notice for US Loans recipients:

<https://www.kcl.ac.uk/study/postgraduate/fees-and-funding/student-funding/postgraduate-taught-funding/united-states-student-loans.aspx>

Please sign below to confirm that you understand and agree to the contents of this document.

Student Name:

Student Number (can be found on King’s Apply/offer letter):

Date:

**Declaration and Privacy Statement**

*Please complete by replacing the relevant box with an X.*

* Choose your tuition fee instalments:

Four Instalments: I am a postgraduate who must use my loan for fees

Three Instalments: I am a postgraduate research student starting in January

Three Instalments: I am an undergraduate who must use my loan for fees

* Accommodation:

I am in one of the following King’s College Halls ONLY

Angel Lane Bernard Myers House Champion Hill

Ewen Henderson Great Dover St Apartments Julian Markham House

Moonraker Point Stamford Point Stratford one

Towerbridge Wolfson House

*Please note ALL other accommodation is not payable to King’s.*

**Payment Details:**

* King’s receives your Direct Loan in four disbursements if you are a postgraduate or three disbursements if you are an undergraduate student (or Research student starting in January). When the funds are received, tuition and accommodation fees are always deducted first before the remaining funds are transferred to you for your living and study expenses.
* If you have paid a deposit, it is deducted from the first fee instalment due. Please note FAFSA applicants are eligible for a fee deposit waiver, please provide proof of your FAFSA application via King’s apply to have this actioned.
* If the loan you have applied for is not sufficient to cover the fees due then please ensure that you pay the balance. You must contact Credit Control to arrange the alternative payments, to make sure that you pay them by the due dates in October, January, April and June (postgraduates). Failure to make these payments may result in sanctions on your accounts with King’s.

**Disbursement Information:**