



ADMINISTRATIVE POLICY

Federal Direct Loan Program 8.2

Counseling Borrowers

POLICY STATEMENT

NSC will ensure that entrance counseling is conducted with each Federal Direct Subsidized Loan or Federal Direct Unsubsidized Loan student borrower prior to making the first disbursement of the proceeds of a loan to a student borrower by verifying completion of ED's online entrance counseling at studentloans.gov. This will be confirmed through data stored in the Common Origination and Disbursement (COD) website, and will be stored in the View Loan Counseling Data screen of PeopleSoft.

NSC will mail exit counseling materials to the student borrower's last known address, including the *Direct Loan Exit Counseling Guide* published by ED, to each Federal Direct Subsidized Loan or Federal Direct Unsubsidized Loan borrower within 30 days after the student borrower completes the program or ceases at least half-time study at the school. A copy of the letter will be maintained in the student borrowers' Communication Center of PeopleSoft.

REASON FOR POLICY

This section is required 34 CFR [685.304](#)

CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
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HISTORY

Updated July 18, 2014

Updated March 24, 2015 to include second paragraph (expanded entrance counseling requirements).

Updated March 31, 2015 to add "Beginning with the Fall 2105 semester" and changed date from July 1 to April 1.

Updated March 15, 2016

Changed section number from 9.2 to 8.2 to conform to changes in regulations.

Updated February 16, 2018 to remove references to expanded entrance counseling