Students who borrow funds from the Federal Direct Loan program are required to complete exit counseling when any of the conditions described below are met. Exit counseling helps students understand their rights and responsibilities as student loan borrowers. The exit counseling session(s) will provide useful tips and information to help manage student loans, including repayment plans and estimated monthly payments.

**Conditions when exit counseling is required**

- The student ceases to be enrolled at least half-time (6 credits of required coursework in their program of study).
  - Exit counseling is required even if the student transfers to another school and is enrolled at least half-time there.
- The student graduates.
  - Exit counseling is required even if the student begins a new program of study the next semester.

The exit processes for Federal Direct Loans is explained below.

### Direct Loan Exit Counseling
(includes DL Stafford Subsidized / Unsubsidized and PLUS)

Students who borrowed Stafford or PLUS loans under the Federal Direct Loan Program or Federal Family Education Loan Program (FFEL) are required to complete Exit Counseling when departing from Snead State. Exit counseling is required before students withdraw, graduate, or drop below half-time attendance (even if transferring to another school).

Students will be notified electronically at their personal email address or in writing at their permanent address when exit counseling is required. Students will be directed to complete the session online at [www.studentloans.gov](http://www.studentloans.gov) (must log into website to access the counseling session). Students that do not complete exit counseling online will be mailed or emailed the materials to review and will then need to submit information back to the Financial Aid Office. **Students are strongly encouraged to complete the online session** as it uses students' actual loan indebtedness information.

1. **Preferred Method:** Online at [www.studentloans.gov](http://www.studentloans.gov).
   - Students must log into the website using their social security number, first two characters of their last name, date of birth and federal PIN.
   - Once logged in, select "Complete Counseling" and then choose "Exit Counseling"
   - The online method is preferred as it provides students with their actual loan indebtedness amount and associated interest rates.
   - Snead State is notified by the federal government electronically when students complete the session online.

2. **Secondary Method:** Via a paper or PDF copy of the counseling session.
   - Students that do not complete the online session (above) within 30 days will be emailed a link to the PDF copy of the exit counseling. Students will be emailed at the address listed on their most recent FAFSA, provided it is not their campus address (per federal regulations).
   - Students that do not have an email address reported will be mailed a hard copy to their permanent address.
   - **Students must complete pages 19, 21, and 22 of the hard copy and send to the Financial Aid Office.** Students should remit the completed pages to:
     
     Snead State Community College
     Financial Aid Office
     PO Box 734
     Boaz, AL 35957

Alternatively, students may email the required information to finaid@snead.edu. Emailed submissions **must** include the following 6 data elements. Students may copy and paste the following text into their emailed response and update the information accordingly.
1. **Subject line:** DL Exit

2. **Your Personal Information**
   - Last Name, First Name
   - Student ID (S#)
   - Address
   - Telephone number
   - Email address
   - Driver's License or State ID Number and State

3. **Employer (if employed)**
   - Expected Employer (after leaving school)
   - Employer Address

4. **Next of Kin:** Enter your next of kin (family member) with a U.S. address different from yours, who will know your whereabouts for at least 3 years.
   - Last Name, First Name
   - Address
   - Telephone number

5. **References:** You must list 2 persons with different U.S. addresses, who will know your whereabouts for at least 3 years.
   - **Reference #1**
     - Last Name, First Name
     - Address
     - Telephone number
   
   - **Reference #2**
     - Last Name, First Name
     - Address
     - Telephone number

6. **Certification Statement**
   By sending this email, I certify that I have received exit counseling materials for Direct Loan borrowers. I have read and I understand my rights and responsibilities as a borrower. I understand that I have a loan from the federal government that must be repaid.