



National
University College

Guide to Complete the Student Loan Exit Counseling



Log in to StudentLoans.gov with
your verified FSA ID [?](#)

LOG IN

[Create an FSA ID](#)
[Natural Disasters](#)

Find out your student loan repayment options here [»](#)

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Financial Aid Office

This guide applies to all students who decide to take Federal Loans with or subsidy of interest of the Direct Loan Program to help cover education expenses; you must complete exit counseling each time you:

- Drop below half-time enrollment
- Graduate
- Leave school

The Exit Counseling provides important information you will need as you prepare to repay your federal student loan (s). Such as:

- Understand your loans
- Payment planning
- How to avoid payment default
- Finance planning
- Alternatives to face a difficult economic situation
- Options to reduce and postpone the payments of your loans

The process of completing the Exit Counseling must be completed in a single session and only takes approximately 20 to 30 minutes.

It is important that you have on hand:

- Your FSA ID credential.
- Detail of your income, financial aid, and living expenses.
- Name, addresses, email addresses and phone numbers.

* If you have difficulty obtaining and recover your credential FSA ID, you can access: <https://fsaid.ed.gov/npas/index.htm>.

Step 1: Visit the following website: <https://studentloans.gov/myDirectLoan/index.action>

Step 2: Click on the “Login” button



Step 3: If you have not updated your PIN Number to the FSA ID, click on the “Create an FSA ID credential” option. If you already have an FSA ID proceed to enter the username and password, then click the option “Log in”.

Log In

FSA ID Username or E-mail Address:

FSA ID Password:

Forgot Username or Password?

Create an FSA ID

LOG IN

Cancel

Step 4: To continue you must read and accept the “Disclaimer”.

Disclaimer

This is a U.S. Federal Government computer system intended to be accessed solely by individual users expressly authorized to access the system by the U.S. Department of Education. For security purposes and to ensure that the system remains available to all expressly authorized users, the U.S. Department of Education monitors the system to identify unauthorized users. Anyone using this system expressly consents to such monitoring. Except as expressly authorized by the U.S. Department of Education, unauthorized attempts to access, obtain, upload, modify, change, and/or delete information on this system are strictly prohibited and are subject to criminal prosecution under 18 U.S.C. 1030, and other applicable statutes, which may result in fines and imprisonment. For purposes of this system, unauthorized access includes, but is not limited to:

- Any access by an employee or agent of a commercial entity, or other third party, who is not the individual authorized user, for purposes of commercial advantage or private financial gain (regardless of whether that commercial entity or third party is providing a service to an authorized user of the system); and
- Any access in furtherance of any criminal or tortious act in violation of the Constitution or laws of the United States or of any State.

If system monitoring reveals information indicating possible criminal activity, such evidence may be provided to law enforcement personnel.

Step 5: On the home page you must select the “Complete Loan Counseling” (Entrance, Financial Awareness, and Exit) option.

MY HOME PAGE

I want to:

-  [View My Documents](#) 
-  [Complete Loan Counseling \(Entrance, Financial Awareness, Exit\)](#) 

Step 6: Choose the type of advice you will complete and click on "Start".

Types of Counseling

- *Entrance Counseling (Required)*
 - You will obtain information about the loan process and the rights and responsibilities that you have as a borrower. In addition, it guides you on how to manage your study expenses and what other financial resources you can consider to pay for your studies.

- *Financial Awareness Counseling*
 - Provide tools and information to help you understand your financial help and assist you in managing your finances. Complete this advice at any time.

- *Credit counseling for PLUS loan*
 - Credit counseling for PLUS loan can be completed voluntarily at any time. If the credit counseling for PLUS loan is completed voluntarily and the US Department of Education if you determine that you have a negative credit history within 30 days of completing the PLUS Loan Credit Counseling, your PLUS Loan Credit Counseling requirement will be considered fulfilled.

- *Exit counseling (Required)*
 - When you graduate, you stop attending the educational institution or reduce your academic load to less than six credits. The exit counseling provides important information you will need while preparing to pay your federal student loans. It also guides you on the different options to postpone or reduce the payment of your loans.

Counseling Type	
 <p>Entrance Counseling (Required)</p> <p>Entrance Counseling is required before you can receive your first Direct Subsidized Loan, or Direct Unsubsidized Loan as an undergraduate, or your first Direct PLUS Loan as a graduate/professional student.</p> <p>Learn More</p>	<p>START</p>
 <p>Financial Awareness Counseling</p> <p>Financial Awareness Counseling provides tools and information to help you understand your financial aid and help you manage your finances.</p> <p>Complete this counseling any time.</p> <p>Learn More</p>	<p>START</p>
 <p>PLUS Credit Counseling</p> <p>PLUS Credit Counseling is required if the U.S. Department of Education has informed you that you have an adverse credit history and you have obtained an endorser or documented to the satisfaction of the U.S. Department of Education that there are extenuating circumstances related to your adverse credit history.</p> <p>PLUS Credit Counseling can be completed voluntarily at any time. If PLUS Credit Counseling is completed voluntarily and you are determined to have an adverse credit history by the U.S. Department of Education within 30 days of PLUS Credit Counseling completion, your PLUS Credit Counseling requirement will be considered to be fulfilled.</p> <p>Learn More</p>	<p>START</p>
 <p>Exit Counseling (Required)</p> <p>Exit Counseling is required when you graduate, leave school, or drop below half-time enrollment. Exit Counseling provides important information to prepare you to repay your federal student loan(s). At the end, you'll need to provide the name, address, e-mail address, and telephone number for your closest living relative, two references who live in the U.S., and current or expected employer (if known).</p>	<p>START</p>

Step 7: Select the school you wish to notify (National University College, Instituto de Banca y Comercio or Florida Technical College). Our name may come out automatically. If so, you should only make a mark next to the name you are going to select. Otherwise, you add us to the field "Add educational institution you wish to notify". Click on "Notify this educational institution." At the bottom of the page, click on "Continue".

EXIT COUNSELING

Add School to Notify

Select the schools you wish to notify of your counseling completion.

Choose from Associated Schools

OR

Select School to Notify

U.S. Schools/U.S. Territory Schools

Non U.S. Schools

Choose a state:

Search school by name:

Notify These Schools

You have not selected any schools to notify.

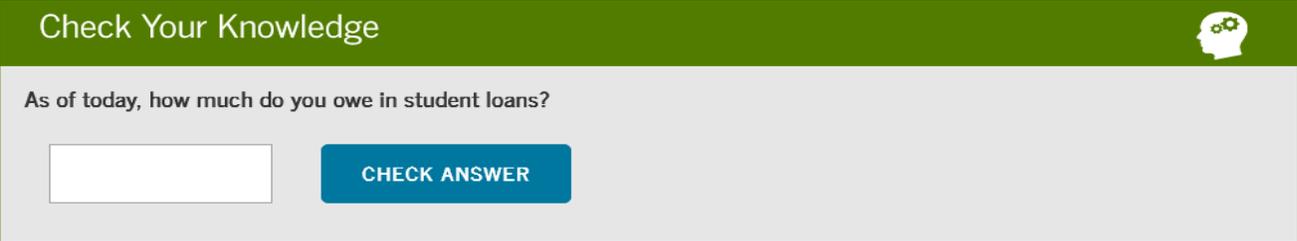
These schools will only receive a notification indicating that you successfully completed Exit Counseling, and the date it was completed.

CONTINUE

NOTIFY THIS SCHOOL

*The following steps will help you confirm that you understand the responsibility you will assume in repay your federal loans.

Step 8: Read the "Your Student Loans" section and answer the "Check Your Knowledge" questions. At the bottom of the page, click "Continue" to move to the next section.



Step 9: Read the second section of "Estimate What You Will Owe, Spend and Earn" and answer the "Check Your Knowledge" questions. At the bottom of the page, click "Continue" to move to the next section.

EXIT COUNSELING

1 Understand Your Loans ✓ 2 Plan To Repay 3 Avoid Default 4 Finances: A Priority 5 Repayment Information

● Estimate What You Will Owe, Spend, and Earn
● Entering Repayment
● Repayment Incentives
● Navigating Repayment

Estimate What You Will Owe, Spend, and Earn

In the sections below, enter what you expect to earn annually once you graduate. Check the Bureau of Labor Statistics available at [CareerOneStop](#) to estimate your future salary.

Then enter your anticipated expenses to see what your budget will look like. Your total student loan balance is displayed from the Understand Your Loans page. Select a repayment plan to see your estimated future payments.



Step 10: Read the third section of "Avoiding Default" and answer the "Check your Knowledge" questions. At the bottom of the page, click "Continue" to move to the next section.

EXIT COUNSELING

1 Understand Your Loans ✓ 2 Plan To Repay ✓ 3 Avoid Default 4 Finances: A Priority 5 Repayment Information

● Avoiding Default
● Trouble Making Payments
● Forgive, Cancel or Discharge Your Debts
● Delinquency and Default

Avoiding Default

Finish Your Program and Graduate

Pay on Time

Check Your Knowledge

You must start making payments on Direct Subsidized and Direct Unsubsidized Loans 6 months after you leave school or drop below half-time enrollment.

True
 False



Step 11: Read the "Plan for the Future" section and answer the "Check your knowledge" questions. At the bottom of the page, click "Continue" to move to the next section.

EXIT COUNSELING

1 Understand Your Loans ✓2 Plan To Repay ✓3 Avoid Default ✓4 Finances: A Priority5 Repayment Information

- Plan for the Future
- Your Income & Taxes
- Your Credit & Identity
- Credit Cards & Other Borrowing

Plan for the Future

🎯

PLAN
Set specific and realistic goals
Use the tools in
[Plan to Repay](#) to set goals.



Step 12: In the "Borrower Information" section, you must complete your personal information. You must also check the box "This is my current permanent address." Then you can complete the information of a close relative and complete the information of two references.

EXIT COUNSELING

1 Understand Your Loans ✓2 Plan To Repay ✓3 Avoid Default ✓4 Finances: A Priority ✓5 Repayment Information

- Borrower Information
- Closest Living Relative Information
- Reference 1
- Reference 2
- Request a Repayment Plan

Borrower Information

Driver's License State:

Driver's License Number:

Permanent Address [More Information](#)

Address (line 1):

State:

- Borrower Information
- Closest Living Relative Information
- Reference 1
- Reference 2
- Request a Repayment Plan

Closest Living Relative Information

If you have previously completed information for the next of kin

Name

First Name:

Middle Initial:

Last Name:

- Borrower Information
- Closest Living Relative Information
- Reference 1
- Reference 2
- Request a Repayment Plan

Reference 1

If you have previously completed information for the reference:

Name [More Information](#)

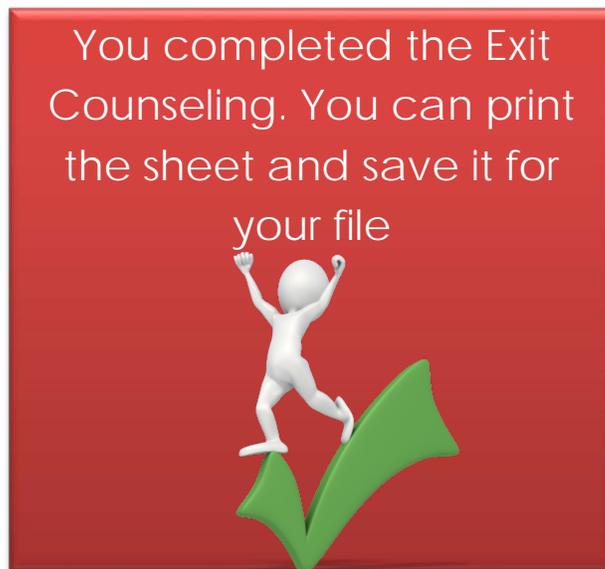
First Name:

Middle Initial:

Last Name:

Step 13: In the last step, you must choose the payment plan that best suits you. The payment plan selected is not final, because if you have financial difficulties you can change your payment plan at any time. Then you should check "Submit Counseling".

Step 14: It will indicate if you successfully completed the Exit Counseling.



If you need additional assistance or have questions, you can contact:

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