

STUDENT-Create a User Account

Click on “Create My CFNC” ****Select a username and password that is easy for you to remember.*****

Click “Create My Account” This will automatically log you onto the College Foundation website. Once logged in, click on yellow “My CFNC” tab. Scroll down and click on “My Profile” on the left side of the page.

Please verify that ALL information is correct, and make sure to answer all questions. *****If you fail to enter your social security number you cannot process a loan application online ***** Click “Submit”

STUDENT-Application Section

Click on the purple “Online Applications” tab. Scroll down, and click on the “Loan Applications” link. Scroll down, and click on the “EXTRA Education Loan” link. Click the first box on the right side of that page. “Want to Apply for an EXTRA Education Loan Now?”

This brings you to the actual application section. You must answer all questions completely. When asked for references, use two different people who reside at different US addresses and telephone numbers. They must also be employed, and you will need their work telephone number.

At Step 5: The prompt will either say: “Your credit meets criteria” or “Your credit does not meet criteria”

If your credit DOES meet criteria: hit continue, and choose to print the application yourself.

Once you have finished the application. Click the yellow “My CFNC” tab Scroll down and on the left side click “My Loan Status” On this page you should see a box that says “EXTRA loan” Click that box, it should give you a prompt to PRINT your application. **DO NOT** choose the option PRINT at CFI. Print 2 copies of the application. Sign both copies. Send one copy to Chowan College, Financial Aid Office, 200 Jones Dr., Murfreesboro, NC 27855

If your credit DOES NOT meet criteria: this means that you need a Surety. This is a person that has good credit, and is willing to co-sign for you on this loan. It is best that the Surety be with you when you fill out the rest of the application. Click continue and write down the Loan ID number and social security number.

SURETY-Create a User Account

Click on “Create My CFNC” Answer all questions in “Create a User Account” ****Select a username and password that is easy for you to remember. ****Click “Create My Account” Once you have created your account, you will be automatically logged onto the College Foundation website. Click on yellow “My CFNC” tab. Scroll down and click on “My Profile” on the left side of the page. Please verify that ALL information is correct, and make sure to answer all questions. *****If you fail to enter your Social Security number you cannot process a loan application online ***** Click “Submit”

SURETY-Application Process

Click on the purple “Online Applications” tab. Scroll down, and click on the “Loan Applications” link. Scroll down, and click on the “EXTRA Education Loan” link. Click the second box on the right side of that page. “Surety Information/Application Section”, then click “Want to Begin the Surety Application Process Now”

This brings you to the actual application section. You (the surety) will need to enter the social security number and loan ID number that was written down earlier. You must answer all questions completely. If asked for references, use two different people who reside at different US addresses and telephone numbers. They must also be employed, and you will need their work telephone number.

At Step 5: The prompt will either say: “Your credit meets criteria” or “Your credit does not meet criteria”

If the surety’s credit meets criteria click submit and continue. You will need to log in as the student.

Click the yellow “My CFNC” tab Scroll down and on the left side click “My Loan Status”

On this page you should see a box that says “EXTRA loan” Click that box, it should give you a prompt to PRINT your application. **DO NOT** choose the option PRINT at CFI. Print 2 copies of the application. Sign both copies. Send one copy to: Chowan College, Financial Aid Office, 200 Jones Dr., Murfreesboro, NC 27855

If the surety’s credit does not meet criteria then you will need to find another surety. Once you find another surety complete the surety application process as you did above.

If you have created an account on the College Foundation website before, complete the following steps.

STUDENT- Application Process

Once logged in, click on yellow “My CFNC” tab. Scroll down and click on “My Profile” on the left side of the page. Please verify that ALL information is correct, and make sure to answer all questions. ***If you fail to enter your social Security number you cannot process a loan application online *** Click “Submit”

Click on the purple “Online Applications” tab. Scroll down, and click on the “Loan Applications” link. Scroll down, and click on the “EXTRA Education Loan” link. Click the first box on the right side of that page. “Want to Apply for an EXTRA Education Loan Now?”

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If your credit DOES meet criteria: hit continue, and choose to print the application yourself.

Once you have finished the application. Click the yellow “My CFNC” tab Scroll down and on the left side click “My Loan Status” On this page you should see a box that says “EXTRA loan” Click that box, it should give you a prompt to PRINT your application. **DO NOT** choose the option PRINT at CFI. Print 2 copies of the application. Sign both copies. Send one copy to: Chowan College, Financial Aid Office, 200 Jones Dr., Murfreesboro, NC 27855

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Scroll down and click on “My Profile” on the left side of the page. Please verify that ALL information is correct, and make sure to answer all questions. ***If you fail to enter your Social Security number you cannot process a loan application online *** Click “Submit”

SURETY-Application Process

Click on the purple “Online Applications” tab. Scroll down, and click on the “Loan Applications” link. Scroll down, and click on the “EXTRA Education Loan” link. Click the second box on the right side of that page. “Surety Information/Application Section”, then click “Want to Begin the Surety Application Process Now”

This brings you to the actual application section. You (the surety) will need to enter the social security number and loan ID number that was written down earlier. You must answer all questions completely. If asked for references, use two different people who reside at different US addresses and telephone numbers. They must also be employed, and you will need their work telephone number.

At Step 5: The prompt will either say: “Your credit meets criteria” or “Your credit does not meet criteria”

If the surety’s credit meets criteria click submit and continue. You will need to log in as the student.

Click the yellow “My CFNC” tab Scroll down and on the left side click “My Loan Status”

On this page you should see a box that says “EXTRA loan”

Click that box, it should give you a prompt to PRINT your application. **DO NOT** choose the option to PRINT at CFI. Print 2 copies of the application. Sign both copies. Send one copy to: Chowan College, Financial Aid Office, 200 Jones Dr., Murfreesboro, NC 27855

If the surety’s credit does not meet criteria then you will need to find another surety. Once you find another surety complete the surety application process as you did above.