

Postsecondary Institution Resources

How to Complete the Loan Volume Report

1. To access the Loan Volume Report, visit the Office of Student Financial Assistance (OSFA) website at <https://www.FloridaStudentFinancialAidsg.org>.

The screenshot shows the homepage of the Florida Student Scholarship Grant Programs website. The header includes the OSFA logo and the text "Florida Student Scholarship Grant Programs". Below the header, there are two main sections: "GRADUATES NEXT EXIT" and "College Just Ahead". To the right of these sections, there is a "First-Time Applicants" section with instructions for new users. Below that, there is an "Eligible Institutions" section with links for "High Schools" and "Postsecondary Institutions". On the right side of the page, there is a "Login" section with fields for "Enter Username" and "Enter Password", and a "LOGIN" button. Below the login section, there is a list of various scholarship programs, including "Florida Farmworker Student Scholarship", "Florida Law Enforcement Academy Scholarship Program", "Florida Law Enforcement Reimbursement Program", "Florida Student Assistance Grant", "Florida Work Experience Program", "Honorable Discharged Graduate Assistance Program", "Joel Marti Scholarship Challenge Grant", "Mary McLeod Bethune Scholarship", "Minority Teacher Education Scholarship", "Open Door Grant Program", "Randolph Bracy Ochoe Scholarship Program", "Rosewood Family Scholarship", and "Scholarships for Children and Spouses of Deceased or Disabled Veterans". At the bottom of the page, there is a navigation bar with links for "APPLICATIONS", "REPORTS", "RESOURCES", and "STATUTES AND RULES".

2. Login and select **Postsecondary Institutions** then select the link to **Federal Loan Disbursement Report** under **Other Reports**.

The screenshot shows the "Postsecondary Institutions" section of the Florida Student Scholarship Grant Programs website. The header includes the OSFA logo and the text "Florida Student Scholarship Grant Programs". Below the header, there is a navigation bar with links for "POSTSECONDARY INSTITUTIONS", "HIGH SCHOOLS", "STUDENTS", "DVA", and "LOGIN ID". The "POSTSECONDARY INSTITUTIONS" link is highlighted. Below the navigation bar, there is a "State Scholarship and Grant Programs" section with a list of various scholarship programs, including "Benacquisto Scholarship Program (FAG)", "Bright Futures Scholarship", "Effective Access to Student Education", "First Generation Matching Grant", "Florida Farmworker Student Scholarship", "Florida Law Enforcement Academy Scholarship Program", "Florida Law Enforcement Reimbursement Program", "Florida Student Assistance Grant", "Florida Work Experience Program", "Honorable Discharged Graduate Assistance Program", "Joel Marti Scholarship Challenge Grant", "Mary McLeod Bethune Scholarship", "Minority Teacher Education Scholarship", "Open Door Grant Program", "Randolph Bracy Ochoe Scholarship Program", "Rosewood Family Scholarship", and "Scholarships for Children and Spouses of Deceased or Disabled Veterans". At the bottom of the page, there is a navigation bar with links for "APPLICATIONS", "REPORTS", "RESOURCES", and "STATUTES AND RULES".

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The screenshot shows the top navigation bar of the Florida Student Scholarship & Grant Programs website. The header includes the OSFA logo, the text 'Office of Student Financial Assistance', and the main title 'Florida Student Scholarship & Grant Programs'. Below the header, there is a navigation menu with several categories: 'Allocation/Reallocation Requests', 'Other Reports', 'Institutional Information', and 'Resources'. The 'Other Reports' category is expanded, showing 'Federal Loan Disbursement Report' (circled in red) and 'State of Florida Legislative Reporting Requirement'. The 'Resources' category is also expanded, showing links to 'Memorandum Directives', 'Archives', 'Program Contacts - OSFA Program Contacts', 'Secure File Transfer Protocol (SFTP) Form and Directions', 'State Programs Annual Calendar', 'Postsecondary Institution Resources', and 'State Programs Policy Manual'.

3. Below is an example of the Federal Loan Disbursement Report page. Numbers are added as an example of a completed form.

The screenshot shows the 'FEDERAL LOAN DISBURSEMENT REPORT' page. At the top, there is a header with the OSFA logo and the text 'Office of Student Financial Assistance'. Below the header, there is a navigation bar with 'POSTSECONDARY INSTITUTIONS' and a 'LOGIN ID' dropdown. The main title 'FEDERAL LOAN DISBURSEMENT REPORT' is centered. Below the title, there are three dropdown menus for 'Acad Yr' (set to 2024-25), 'Inst Code', and 'Inst Name'. A 'Search' button is located to the right of these dropdowns. The report is divided into two sections. Section 1, 'What was the total federal loan amount disbursed (net) to all students for each of the loan types below?', contains a table with the following data:

Loan Type	Amount
Direct Subsidized Loans	\$ 11,442,575.00
Direct Unsubsidized Loans	\$ 14,396,740.00
Direct Graduate PLUS Loans	\$ 0.00
Direct Parent PLUS Loans	\$ 301,674.00
TEACH Grant/Loan	\$ 0.00
Total	\$ 26,140,989.00

Section 2, 'What is the total number of students receiving loan funds for each of the loan types below?', contains a table with the following data:

Loan Type	Number of Students
Direct Subsidized Loans	4,174
Direct Unsubsidized Loans	4,170
Direct Graduate PLUS Loans	0
Direct Parent PLUS Loans	44
TEACH Grant/Loan	0
Total (Unduplicated) Number of Students Receiving Any Loan Funds	8,388

A 'Submit' button is located at the bottom of the page.

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4. Question #1: **What was the total federal loan amount disbursed (net) to all students for each of the loan types below?**
 - Enter the total net disbursed amount (gross less cancellations and refunds) for each specified loan type: Direct Subsidized and Unsubsidized Loans, Direct Graduate PLUS Loans, Direct Parent PLUS Loans, and TEACH Grant/Loans.
 - **An amount must be entered for all fields. If your disbursed amount is zero, enter "0."**
 - The "Total" amount of loans will be calculated for you.
5. Question #2: **What is the total number of students receiving loan funds for each of the loan types below?**
 - Enter the number of students who received net loan funds (not including cancelled disbursements, returned funds, etc.) for each specified loan type (listed above).
 - Enter the total (unduplicated) number of students receiving loan funds. An unduplicated count is the number of individuals receiving a loan, not the number of loans. A borrower's name is counted only once each year.
 - **A number must be entered for all fields. If no students received loan funds, enter "0."**
6. Select **Submit** to enter your information.

The screenshot shows the 'FEDERAL LOAN DISBURSEMENT REPORT' form. At the top, there are logos for the Office of Student Financial Assistance and Florida Student Scholarship Grant Programs. Below the logos, there are dropdown menus for 'Acad Yr' (set to 2024-25), 'Inst Code', and 'Inst Name'. A 'Search' button is located to the right of these dropdowns. The form is divided into two main sections, each with a question and a table of loan types.

1. What was the total federal loan amount disbursed (net) to all students for each of the loan types below?

Loan Type	Amount
Direct Subsidized Loans	\$ 11,442,575.00
Direct Unsubsidized Loans	\$ 14,396,740.00
Direct Graduate PLUS Loans	\$ 0.00
Direct Parent PLUS Loans	\$ 301,674.00
TEACH Grant/Loan	\$ 0.00
Total	\$ 26,140,989.00

2. What is the total number of students receiving loan funds for each of the loan types below?

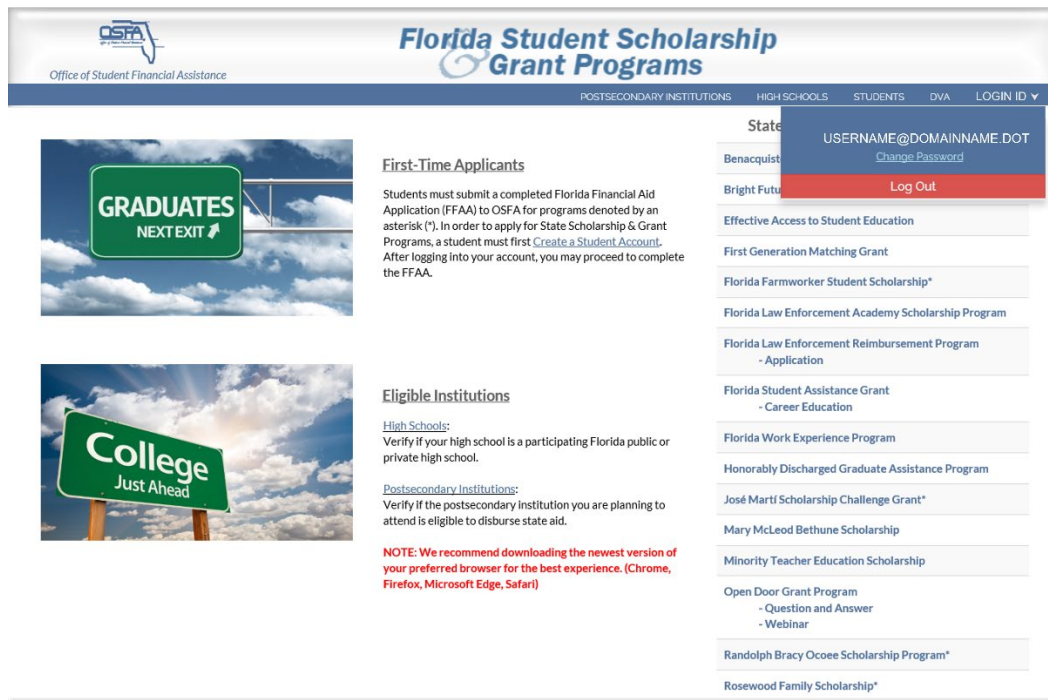
Loan Type	Number of Students
Direct Subsidized Loans	4,174
Direct Unsubsidized Loans	4,170
Direct Graduate PLUS Loans	0
Direct Parent PLUS Loans	44
TEACH Grant/Loan	0
Total (Unduplicated) Number of Students Receiving Any Loan Funds	0

At the bottom of the form, there is a 'Submit' button circled in red.

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7. Log out by selecting your name and the log out button on the top right of the page.



8. If you need additional assistance, contact Pete Hernandez at 850-245-1821 or by email at Pedro.Hernandez@fldoe.org.