

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 Florida Student Scholarship Grant Programs website. The header includes the OSFA logo and the text 'Florida Student Scholarship Grant Programs'. A login box on the right allows users to enter their username and password. The main content area is divided into several sections: 'First-Time Applicants' with instructions on how to apply, 'Eligible Institutions' with links for high schools and postsecondary institutions, and a list of various scholarship programs including the Benacquisto Scholarship, Bright Futures, and Florida Farmworker Student Scholarship. A footer contains 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**.

This screenshot shows the 'Postsecondary Institutions' section of the Florida Student Scholarship Grant Programs website. The sidebar on the left has a red circle around the 'POSTSECONDARY INSTITUTIONS' link. The main content area lists various scholarship programs such as the Benacquisto Scholarship, Bright Futures, and Florida Farmworker Student Scholarship. The footer contains contact information for the Florida Department of Education, Office of Student Financial Assistance.

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The screenshot shows the Florida Student Scholarship & Grant Programs website. The header includes the OSFA logo, the title 'Florida Student Scholarship & Grant Programs', and the text 'Office of Student Financial Assistance'. 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' (highlighted with a red oval) and 'State of Florida Legislative Reporting Requirement'. The 'Institutional Information' category shows 'Institution Renewal Application', 'Institutional Details', and 'Maintain Security User Accounts'. The 'Resources' category shows '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. The header includes the OSFA logo, the title 'Florida Student Scholarship & Grant Programs', and the text 'Office of Student Financial Assistance'. Below the header, there is a navigation menu with 'POSTSECONDARY INSTITUTIONS' and 'LOGIN ID'. The main content area has a title 'FEDERAL LOAN DISBURSEMENT REPORT' and a search bar. Below the search bar, there are three dropdown menus for 'Acad Yr' (set to 2024-25), 'Inst Code', and 'Inst Name'. The main content area is divided into two sections: '1. What was the total federal loan amount disbursed (net) to all students for each of the loan types below?' and '2. What is the total number of students receiving loan funds for each of the loan types below?'. Each section has a table with columns for the loan type, the amount or number, and a total. The 'Total' row for both sections is highlighted in blue.

Acad Yr	Inst Code	Inst Name
2024-25		

Search

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
Total	8,388

Submit

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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 dropdown menus for 'Acad Yr' (set to 2024-25), 'Inst Code', and 'Inst Name'. A 'Search' button is on the right. The form is divided into two main 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 columns for loan type, amount, and total. The amounts are: 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), and TEACH Grant/Loan (\$0.00). The total is \$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 columns for loan type, number of students, and total. The numbers are: Direct Subsidized Loans (4,174), Direct Unsubsidized Loans (4,170), Direct Graduate PLUS Loans (0), Direct Parent PLUS Loans (44), and TEACH Grant/Loan (0). The total (unduplicated) number of students is 8,388. A red circle highlights the 'Submit' button at the bottom.

Acad Yr	Inst Code	Inst Name
2024-25		

Q Search

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

Loan Type	Amount	Total
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?

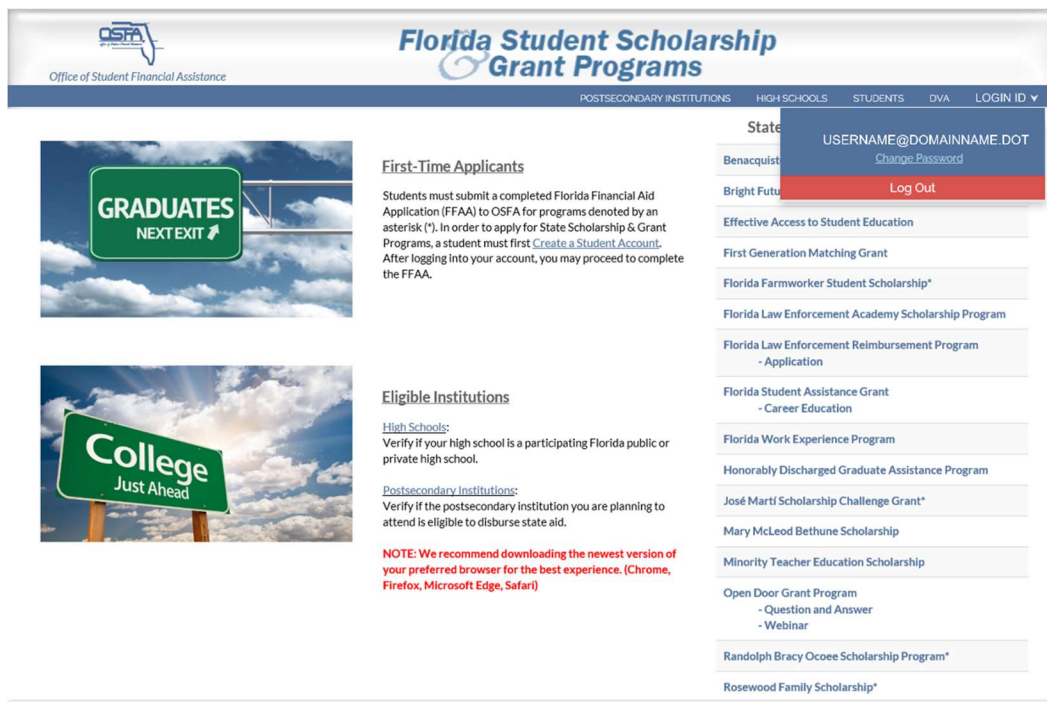
Loan Type	Number of Students	Total
Direct Subsidized Loans	4,174	
Direct Unsubsidized Loans	4,170	
Direct Graduate PLUS Loans	0	
Direct Parent PLUS Loans	44	
TEACH Grant/Loan	0	
Total (Unduplicated) Number of Students Receiving Any Loan Funds		8,388

Submit

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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.