
Direct Loan Publications Ordering and Reference Guide

U.S. Department of Education



F E D E R A L
S T U D E N T A I D

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Order Fulfillment Process

The Direct Loan publications listed in this guide may be ordered from the U.S. Department of Education. Through September 30, 2005, you should continue to place publication orders with the COD School Relations Center. Beginning October 1, 2005, you must place publications orders directly through ED Pubs by telephone at 800/394-7084, by e-mail, orders@fsapubs.org, or online at www.FSApubs.org. You may also FAX orders to 301/470-1244.

The ED Pubs Warehouse in Jessup, MD ships (fulfills) orders within 3 business days after an order is received. You should receive most orders within 7-10 business days, depending on your school's location. ED Pubs must have a street address for delivery; most carriers cannot deliver to a P.O. Box address. If you do not receive your order within 10 business days, please contact ED Pubs to assist in tracking your order.

The chart on page 3 of this guide contains a list and description of the products available for order. When placing your order, refer to the item numbers listed in the reference guide. Doing so ensures that you receive the correct publication(s) and eliminates the need for you to return materials. In general, there is no limit to the quantity of items you can order.

Rush Orders

You may request that an order be "rushed." Rush orders expedite shipping because items are shipped overnight.

ED Pubs must receive rush orders by 2:00 P.M. (ET) for the order to be fulfilled the same day. If requests for rush orders are not received by 2:00 P.M. (ET), the items ship the following business day. Rush orders should be placed by telephone at 800/394-7084.

Return Requests

If you must return materials because a package was sent in error or you received more materials than you ordered, contact ED Pubs to make arrangements for the return. Returns can only be picked up at the same address to which they were shipped/delivered.

Additionally, only materials that can be used to fulfill future orders can be returned. If a material will not be used, it cannot be returned and should be discarded or recycled at your school.

Backorders

Some fulfillment requests may not be shipped immediately because the item is on backorder. When this occurs, your packing slip will indicate the item on backorder and the expected ship date, if it is known.

Other Bulk Publications

Additional student financial aid publications are also available for order on ED Pubs. All publications are provided to the general public at no cost.

ED Pubs Order No.	Item No.(OLD)	Item Description
END0003H	DL251	Inside Scoop for Borrowers
END0002H	DSL045	Direct Loan Basics for Students
END0001H	DSL046	Direct Loan Basics for Parents
END0005B	DSL048	Entrance Counseling Guide For Direct Loan Borrowers
END0004B	DSL054	Exit Counseling Guide For Direct Loan Borrowers
END0030V	DSL095Y7	Entrance/Exit Video Counseling on DVD (The DVD contains both English and Spanish language versions.)
END0026X	DSL103	In-School Deferment Request (Expiration 6/30/2005)
END0027P	DSL105Y7	99/00 Direct Loan School Guide
END0028P	DSL106Y7	Rev. Chapter 6 Of The DL School Guide
END0025M	DSL124	Direct Loan Visit The World Wide Web! With Magnet
END0024H	DSL126	Electronic Debit Account (Automatic Payment System)
END0006X	DSL200Y10	03/04 Stafford Master Promissory Note WITH Data Labels, S.S.
END0007X	DSL201Y10	03/04 Stafford Mater Promissory Note WITHOUT Data Labels, S.
END0008X	DSL202Y10	03/04 Stafford Master Promissory Note Instructions (PAGE 3)
END0009X	DSL203Y10	03/04 PLUS Application & Master Promissory Note WITH Data Labels, S.S.
END0010X	DSL204Y10	03/04 PLUS Application & MPN WITHOUT Data Labels, S.S.
END0012P	DSL205Y10	03/04 Stafford Borrower's Rights & Responsibilities
END0011X	DSL206Y10	03/04 PLUS Loan Instructions/Completing The MPN (PG 3-4)
END0013P	DSL207Y10	03/04 PLUS Loans Borrower's Rights & Responsibilities
END0014X	DSL208Y10	03/04 PLUS Loan Endorser Addendum Application & MPN
END0015X	DSL209Y10	03/04 Instructions For Completing PLUS Endorser Addendum
END0016X	DSL210Y10	03/04 PLUS Application & MPN WITH Data Labels, PIN-FED"
END0017X	DSL211Y10	03/04 PLUS Application And MPN WITHOUT Data Labels, PIN-FED
END0018X	DSL212Y10	03/04 Stafford MPN With Data Labels, PIN-FED
END0019X	DSL213Y10	03/04 Stafford MPN Without Data Labels, PIN- FED
END0020P	DSL217Y10	03/04 Stafford Plain Language Disclosure Statement
END0021P	DSL218Y10	03/04 PLUS Plain Language Disclosure Statement