



OFFICE OF FINANCIAL AID

Loan Instructions for 1st Time Federal Direct PLUS Parent Borrowers

Notice: Loan applications cannot be completed until approximately early April.

IMPORTANT: Remember to always retain copies of your documents. The Financial Aid Office will receive electronic notification of completion of online processes completed.

To complete Federal Direct PLUS Parent Loan Requirements the parent must:

- ❖ Complete the Federal Direct PLUS Loan Application for Parents
 - ✓ <https://studentaid.gov/plus-app/parent/landing>
 - ✓ Click on the Blue Login to Start Icon.
 - ✓ Enter Parent FSA ID information for the parent applying for PLUS. (Do not use the Student FSA ID!)
 - ✓ Select Award Year 2022-2023 (Dates of Attendance should be August 2022-April/May 2023)
 - ✓ Enter all required parent and student information
 - ✓ Submit PLUS Loan Request. You will receive an instant credit decision.
 - **If denied**, there is no need to proceed further unless you wish to appeal the denial.
 - Denials can be appealed by contacting COD (Common Originations and Disbursements) at (800) 557-7394. An endorser may also be obtained for PLUS Loans.
 - If the PLUS Loan is denied, there is additional Stafford Loan eligibility for the student. Maximum for a freshman/sophomore is \$4000 per year and \$5000 per year for juniors/seniors. The Unsubsidized Stafford Loan will automatically be processed for your student at the maximum allowed. Students may request a lesser amount or cancel the additional loan in full by submitting a signed statement to the Financial Aid Office. The Unsubsidized Stafford will be cancelled should the parent obtain an endorser or have their credit denial overturned by the Department of Education.

- ❖ If approved, complete a Federal Direct PLUS Loan Master Promissory Note
 - ✓ <https://studentaid.gov/mpn/parentplus/landing>
 - ✓ Click on the Blue Login to Start Icon
 - ✓ Enter Parent FSA ID information for the parent applying for PLUS. (Do not use the Student FSA ID!)
 - ✓ Enter all required parent and student information.
 - ✓ Don't forget to sign and submit!

- ❖ Complete the Annual Student Loan Acknowledgment
 - ✓ <https://studentaid.gov/asla/>
 - ✓ Click on Blue Login to Start Icon
 - ✓ Read and then agree to the Terms and Conditions and verify your contact information
 - ✓ Enter School Information
 - ✓ Scroll down, reading the information thoroughly and complete the annual acknowledgment