



OFFICE OF FINANCIAL AID

Loan Instructions for 1st Time Federal Direct PLUS Parent Loan 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” button next to “I Am a Parent of an Undergraduate Student”.
 - ✓ Enter Parent FSA ID information for the parent applying for PLUS. (Do not use the Student’s FSA ID!)
 - ✓ Select Award Year 2023-2024 (Dates of Attendance should be August 2023-April/May 2024)
 - ✓ 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 or endorse the denial; both options can be made on studentaid.gov under the “Loans and Grants” tab (further documents may be required if approved).
 - 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” button next to “I Am a Parent of an Undergraduate Student”.
 - ✓ Enter Parent FSA ID information for the parent applying for PLUS. (Do not use the Student’s FSA ID!)
 - ✓ Enter all required parent and student information.
 - ✓ Don’t forget to sign and submit!