

Instructions for Completing the Parent PLUS Loan Application

We are providing the following information to help you make informed decisions when you complete the online Parent PLUS Loan application. Please note that on this page, "you" and "your" always refer to you, the parent borrower.

Who Is Eligible to Borrow a Parent PLUS Loan?

To borrow a PLUS Loan, you must:

- Be the biological or adoptive parent of the student. Step-parents are eligible only if their income information is reported on the Free Application for Federal Student Aid (FAFSA). Guardians are not eligible. (Note: If a biological parent applies and his/her information is not on the FAFSA, we will request a copy of the student's birth certificate, a copy of your driver's license, and a copy of your Social Security card.)
- Be a citizen, permanent resident, or other eligible non-citizen of the United States.
- Be creditworthy or secure a creditworthy co-signer (endorser). Have a federal personal identification number (PIN) (register for this at www.pin.ed.gov).

Initiating the Parent PLUS Loan Application Process

- The parent who is borrowing the loan must complete both the PLUS Application and a PLUS Master Promissory Note online at studentloans.gov. You will need your own federal personal identification number (PIN) to sign in and begin the process. If you don't already have a PIN, you can get one at www.pin.ed.gov. Note: If both parents want to borrow a portion of the loan, each of you will need to apply for your own PIN and complete your own PLUS Application and PLUS Master Promissory Note.
- Once you have signed in to the studentloans.gov website, you will select "Request Direct PLUS Loan" to begin the application, or "Complete MPN" to complete the Master Promissory Note.

Selecting a Loan Amount

When completing the application, you will be given the following three options to indicate how much PLUS Loan you wish to borrow:

1. **I want to borrow the maximum Direct PLUS Loan amount for which I am eligible, as determined by the school. (We do not recommend this option.)** By choosing "maximum," you are authorizing the University to process the maximum amount of PLUS Loan in your student's financial aid package. This means that if your loan eligibility increases anytime within the aid year, the increase will automatically be processed and become part of your PLUS Loan obligation. Award increases may occur when changes are made that affect your student's aid package. For example, if your student submits a Budget Appeal for additional money to purchase a computer, this could increase the amount of PLUS Loan in his or her aid package.
2. **I would like to specify a loan amount. (We recommend this option.)** By entering a specific dollar amount, your loan will be limited to the amount you enter or to the total Parent PLUS Loan amount offered, whichever is lower. Any future increases in your PLUS eligibility that exceeds your requested amount will not increase your loan obligation. If you initially choose to accept less than the full amount that is available, you can return to the online PLUS Application at a later time and increase the amount you wish to borrow, up to your maximum eligibility.
3. **I do not know the amount I want to borrow. I will contact the school.**
Selecting this option will put a hold on your loan, and no funds will be disbursed. A loan amount must be entered on your application before you can receive any loan funds. If you select this option, you must return to the online PLUS application and indicate the amount you wish to borrow before your loan will disburse. **You do not need to contact the school.** If you are unsure of how much to borrow, do your best to estimate your needs.

Please Note: Credit approvals are good for 90 days. If the credit approval has expired, increases in loan eligibility will be subject to a new credit approval.

Selecting the Correct Aid Year and Loan Period

When completing a PLUS Application, be sure to select the correct aid year and loan period.

| Loan For | Aid Year | Loan Period |
|--|-----------|---------------------------|
| Academic Year 2013-14 (Fall 2013 / Spring 2014) | 2013-14 | August 2013 - May 2014 |
| Fall 2013 | 2013-2014 | August 2013-December 2013 |
| Spring 2014 | 2013-2014 | January 2014-May 2014 |
| Summer 2014 | 2013-2014 | May 2014 – August 2014 |

You need to complete a new PLUS Application for summer PLUS Loans, even if you completed one for the academic year; be sure to choose the May – August loan period for your summer loan.

Authorizing a Refund Payment

Upon disbursement, your PLUS Loan will automatically pay any current-year charges on your student's Student Account. If there are PLUS funds remaining after the charges are paid, the balance will be issued as a refund. As the parent borrower, it is up to you to decide who will receive the refund. When completing the online PLUS application, you will be asked the following question:

If there is a credit balance after your Direct PLUS Loan has been applied to the student's school account, to whom do you want the school to pay the credit balance? You will have two options:

1. **Me (parent borrower).** If you choose to have the refund issued to you (the parent borrower), the refund process takes approximately 2 weeks.
2. **The student.** If you choose to have the refund issued to your student, the refund will be processed within 5 business days from the date of disbursement of the loan.

Options If Credit Is Denied

The final step of the online PLUS Application is the credit check. If your credit is not approved, you will know immediately upon completing the application. You will be asked what you intend to do:

1. **Appeal the decision.** Do this if you know there is an error on your credit record.
2. **Get an endorser.** If you are pursuing an endorser, the endorser must go to studentloans.gov website and complete the "Endorse Direct PLUS Loan" section. The endorser must have his or her own PIN. If your endorser chooses to complete a paper Endorser application, please note that **any** cross-outs or corrections invalidate the application. For this reason, we suggest that your endorser complete the online Endorser application.
3. **Not pursue an endorser.** If you are denied and you indicate on the application that you do not intend to pursue an endorser, we will automatically offer your student an Unsubsidized Direct Loan as a replacement.
4. **Undecided.**

If you say "Undecided," your student will not be offered the additional loan unless you inform us that you will not be pursuing an endorser. You can notify us of your decision by sending an email to sfins@una.edu. Provide your name, your student's name and student ID number, and make sure that you send the email from the same email account that is recorded on your PLUS application.

Completing the Process

Once your PLUS application and Master Promissory Note (MPN) are completed, the information will be transmitted to us and will be posted in our system within about 3 business days. ***If you are an eligible borrower, your credit was approved, and you completed the PLUS Master Promissory Note, you do not need to take any further action.*** If we need any additional information, we will contact you. If you have any questions about the PLUS Loan application process, please email us at sfins@una.edu.