



Federal Parent PLUS Loan Request Form

A William D. Ford Federal Direct Parent PLUS loan is a loan in the parent's name for a dependent student enrolled at least half time (6 credit hours) in a degree-seeking program. While the parent borrower does not have to prove financial need, a credit check is required. It is a non-need based loan with the benefit of having a fixed interest rate. Dependent students are awarded the PLUS loan if he/she has remaining need after all other aid (including subsidized and unsubsidized loans) have been awarded. The Parent PLUS loan will appear in an **offered (OFRD)** status until the borrowing parent does the following:

1. Submits the *Federal Parent PLUS Loan Request Form* to the Clayton State University Office of Student Financial Aid **and**
2. Logs on to www.studentloans.gov using his/her Federal Student Aid (FSA) ID and under "Parent Borrowers", completes the following application requirements:
 - a. **Request a Direct PLUS Loan** at www.studentloans.gov. This must be completed by the borrowing parent every award year he or she wishes to receive the Parent PLUS Loan so the Department of Education can perform the credit check.
 - b. **Sign the PLUS Master Promissory Note (MPN)** for a Parent PLUS Loan. This is usually required only once while the student is enrolled unless the prior MPN required an endorser. If the borrowing parent has not previously completed a Parent PLUS MPN for this student or the prior MPN required an endorser, then the parent must "**Complete a PLUS Master Promissory Note (MPN)**". The MPN is a legal document whereby the parent promises to repay the loan, any accrued interest, and fees to the U.S. Department of Education.
 - c. **Complete PLUS Counseling**, if necessary. This is only required when the borrowing parent has an adverse credit history, but qualifies for the PLUS Loan by documenting extenuating circumstances or obtaining an endorser. The U.S. Department of Education will inform the parent if he or she must complete this counseling as part of the application process.

IMPORTANT INFORMATION

- **If the PLUS loan is denied due to credit, you have the option of appealing or obtaining an endorser or having additional funds offered to your student. If they wish to apply for the additional funds the student needs to follow the instructions on their award letter in the DUCK account.**
- The loan period for the PLUS loan is based on your student's federal financial aid award which is typically for 2 semesters. (Fall/Spring or Spring/Summer) *Please refer to your student's award letter for the semesters awarded, if permissions is granted by the student.*
- The amount borrowed will be divided equally between the 2 semesters.
- Be sure to select the method in which you wish to have any excess funds processed after fees are covered. You can select to have the funds released to the student or you can select to have a check mailed to you the parent borrower.
- If your loan is guaranteed before the fee payment deadline, the funds can be applied toward fees.
- Be sure to follow the fee payment procedures outlined in the schedule of classes. It is the student's responsibility to verify with the Bursar's Office that all fees are paid in full.
- **Please borrow only what you need for educational expenses.**



Return Completed Form To:
 Office of Financial Aid
 Edgewater Hall Room 102
 2000 Clayton State Blvd.
 Morrow, GA 30260
 Email: financialaid@clayton.edu
 Fax: 678-466-4189

Federal Direct PLUS Loan Request Form (Parent)

- Step 1: Complete the Parent PLUS Application through the Federal Direct Loan website at **www.studentloans.gov**. This will enable the U.S. Department of Education to perform your credit check. You must complete a separate Parent PLUS Application at **www.studentloans.gov** for each additional PLUS Loan requested.
- Step 2: Complete the Parent PLUS Master Promissory Note also through the Federal Direct Loan website at **www.studentloans.gov**
- Step 3: Complete and return this form (Parent PLUS Loan Request Form) to the Office of Student Financial Aid at the address above. **Incomplete forms will not be processed.**

Student's Name: _____ **Laker ID# :** _____

PARENT BORROWER SECTION

Name: _____
Last First Middle

Social Security Number: _____

Address: _____
Street (No Post Office Box) Apt #

Telephone Number (____) _____

City State Zip Code

Driver's License Number _____ State _____

Date of Birth _____ Relationship to Student: Mother Father Step Mother Step Father
Month/Day/Year (step parent must be on the FAFSA)

Are you a US Citizen? Yes No **Please indicate the total amount you wish to borrow:** \$ _____.

If your credit is denied:

- I will appeal the credit decision or obtain an endorser
- I will NOT appeal the credit decision. I wish to have my student reviewed for additional aid based on the denial.

PLUS loan funds in excess of institutional charges may be released to you, the parent, or to the student for which this application is made. **Please select your preferred refund method:**

- I wish to have excess funds, beyond tuition/fees/books, released to the student and to be electronically placed on my dependent Student's Clayton State One Card.
- I wish to have any excess funds released to me the parent. I do not want any credit balances, beyond tuition/fees/books, to be electronically placed on my dependent Student's Clayton State One Card but prefer to have a paper check mailed to the address listed for the parent.

Parent borrower signature

Date

My signature above certifies that I have read and understand the terms for this loan and that all information provided is true and complete.