



**THE CATHOLIC UNIVERSITY OF AMERICA**  
**Office of Student Financial Assistance**

# PARENT PLUS (2017 - 2018)

## INSTRUCTIONS

(Federal Direct Loan)

The Catholic University of America participates in the William D. Ford Federal Direct Parent PLUS Loan Program (Direct PLUS). The Direct PLUS Loan program is a non-need based, low-interest loan made to parents (including adoptive or stepparents) of dependent undergraduate students. Parents may borrow an amount up to the cost of attendance less any financial assistance.

**The PLUS interest rate is fixed at 7.00% until 6/30/2018.** Interest on the loan begins to accrue at time of disbursement.  
**The PLUS origination fee is 4.276% until 9/30/2017.** The actual amount disbursed will be the gross amount minus origination fees.

Repayment begins 60 days after the full disbursement of the loan, and any changes to the loan must be executed by the University's Office of Student Financial Assistance within 14 days of disbursement of the loan. Parents may also request a deferment of payment until six months after the student leaves school. For more information, please go to <http://studentloans.gov>. Parents must be U.S. citizens or permanent residents to apply for the loan.

### Steps to Obtain a Federal Direct Parent PLUS Loan at Catholic University

**Important Notes:**

- **Do not omit any of the steps (1-3).** Your loan will not process unless ALL steps are completed.
- See the "**Timeline for Processing the Direct Parent PLUS Loan**" section below for details on what happens after application.
- If selected for Federal Verification, loan(s) are not processed until Verification is completed and updates are confirmed.
- Credit inquiry does expire at the credit expiration date (set by federal regulations, currently 180 days)

1. Complete the Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.gov>. The student and the parent must both have a FSA ID, which can be obtained at <https://fsaid.ed.gov/npas/index.htm>.
2. The parent borrower must complete the CUA "**Federal Direct Loan Parent PLUS Application**" (found on the last page of these instructions). See bottom of form for where/how to submit. **Application must be submitted at least 2 weeks prior to the end of the semester.**
3. The parent borrower must complete the Parent PLUS Loan Master Promissory Note (MPN) at <http://studentloans.gov>. You will only be required to complete another promissory note for a subsequent application if you applied previously with an endorser.

### Options if your Direct Parent PLUS Application is denied by the Department of Education

Federal regulations require a credit check for the parent applicant. Parents with adverse credit history, those who have accounts more than ninety days delinquent, or have filed bankruptcy in the past may be denied the Direct Parent PLUS loan. Parent borrowers will be notified (by Direct Loans) if the application is denied, the reason for the denial, and the name of the credit bureau from which the denial was obtained.

- A. Parent can call Direct Loans to appeal decision. (800) 557-7394.
- B. Parent can add an Endorser (commonly called a co-signer) to the loan application at <http://studentloans.gov>. If you experience difficulties with this process, call the Office of Student Financial Assistance at (202) 319-5307.
- C. Student may request to be considered for an additional Unsubsidized Stafford Loan. The student can make this request by completing the "**Federal Direct Loan Parent PLUS Denial**" Form (The form is available at: <http://financialaid.cua.edu/forms.cfm>). Freshmen and Sophomores may be eligible for a maximum of \$4,000 in additional funds. Juniors and Seniors may be eligible for a maximum of \$5,000 in additional funds.

**Important Notes:** \* If at a later time during the academic year, either of your parents becomes eligible or is approved with a co-signer for a Direct Parent PLUS loan, the additional Unsubsidized Stafford Loan will be cancelled.  
\* If you are approved through either appeal decision or by adding an Endorser then the borrower will be required to complete Credit Counseling at [www.studentloans.gov](http://www.studentloans.gov).

## Timeline for Processing the Direct Parent PLUS Loan



1. When the FAFSA and the CUA "Federal Direct PLUS Application" are received the PLUS loan amount is determined. The university may request additional documentation if needed. This will be communicated through the student's "To Do List" in Cardinal Station.
2. Once the PLUS loan is awarded then Federal Direct Loans will initiate a credit check. This entire process typically takes 5-7 business days from the date we receive the application.
3. The PLUS loan will appear as "anticipated" aid on the student's bill once the following conditions are met:
  - A) The credit approval and a valid MPN must be completed.
  - B) The student must be enrolled at least half-time.

**Important:** We encourage families considering the Direct Parent PLUS Loan to complete the entire application process well in advance of the start of the academic year. Late applications are unlikely to be completed before the fall term due date. Families who find themselves applying late should plan to use other means to cover the cost of attendance while their Direct Parent PLUS Loan application is pending.

## Disbursement of Funds

### When Things Happen and How

- After loan approval, the Direct PLUS funds will be available for disbursement **no earlier than 10 days before the start of each term**.
- Once the funds are disbursed to the student account, the [Office of Enrollment Services](#) will refund any excess funds to the parent unless otherwise specified on the application. Phone (202) 319-5300
- Funds are normally payable in two disbursements, one-half of the total loan amount for each semester (Fall / Spring).

### Other Important Notes:

- A financial aid award notice will be available in Cardinal Station indicating the total loan amount of the Direct Parent PLUS loan awarded. The loan will not appear on the student's bill until all requirements have been met.
- If additional financial assistance or other educational resources are received by the student after the Direct Parent PLUS application is certified, one or both of the loan disbursements may be reduced or cancelled to prevent over-awards. Similarly, if tuition charges are reduced because of a change in enrollment, one or both of the loan disbursements may be adjusted.
- Direct Deposit for refunds is available to both students and parents

[Students set up Direct Deposit](#) by using the "Cardinal Pay" tab in the Cardinal Station student portal

[Parents set up Direct Deposit](#) must first obtain a "Parent ID" (email [cua-refunds@cua.edu](mailto:cua-refunds@cua.edu) with student name and CUA ID). Second they log into <https://quikpayasp.com/cua/tuitionandfees/authorized.do> to complete set up.

- If you receive any additional resources, or if your enrollment or academic standing changes at any time during the year, the PLUS loan may be reduced or cancelled.

# Doing the Math

Student's Cost of Attendance (COA) \_\_\_\_\_

In Cardinal Station:  
 click "View Financial Aid"  
 click aid year  
 click "Financial Aid Summary"

Student's Total Financial Aid Award -- \_\_\_\_\_

Follow steps 1-2 above

Maximum you may borrow \_\_\_\_\_

(Enter up to this amount on the attached form)

Loan Type	Fall			Spring			Summer			Total		
Federal Direct Parent PLUS Loan		4.276 <sup>%</sup>			4.276 <sup>%</sup>			4.276 <sup>%</sup>				
	Gross (Please Enter)	Loan Fee	Net	Gross (Please Enter)	Loan Fee	Net	Gross (Please Enter)	Loan Fee	Net	Gross	Loan Fee	Net

- When calculating the amount you wish to borrow, please consider all expected expenses for the **entire academic year** (Fall and Spring).
- A parent may apply for a PLUS loan up to the student's estimated Cost of Attendance (COA) minus all other financial aid.
- The Cost of Attendance (COA) and the student's total financial aid can be found on the **student's award notice** OR on the ["Costs" section of our website](#)

**Summer Note:** *Parents seeking to apply for a PLUS loan for the summer must complete an additional "Summer Financial Aid Application" at the beginning of the summer term.*  
 This form is located: <http://financialaid.cua.edu/forms.cfm>



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## APPLICATION

(Federal Direct Loan)

**For CUA to process your Parent PLUS Loan application, you must complete the following steps:**

- 1) Free Application for Federal Student Aid (FAFSA). Available at <http://www.fafsa.gov>
- 2) CUA's "Federal Direct Loan Parent PLUS Application" (**This form must be submitted 2 weeks before the end of the semester.**)
- 3) Federal Direct PLUS Master Promissory Note (MPN). Available at <https://studentloans.gov>

### STUDENT INFORMATION (PLEASE TYPE or PRINT LEGIBLY)

Student's Last Name	First Name	MI	Student CUA ID
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### PARENT BORROWERS INFORMATION: ONLY ONE (1) PARENT BORROWER PER LOAN

Have you previously borrowed a Parent PLUS loan for your student at CUA?			
YES – only provide borrower's First Name, Last Name, & Refund Preferences		NO – complete all information below	
Parent Borrower's Last Name	First Name	MI	Parent's Social Security Number
Permanent Street Address			Parent's Date of Birth (MM/DD/YY)
City	State	Zip	Parent's Home Telephone Number
Parent Driver's License Number	State		Parent's e-mail address
Parent's Citizen Status (mark one)			Once my student's eligible charges have been paid, send any residual Direct Parent PLUS loan proceeds to:
U.S. Citizen or National			
Eligible Non-Citizen Alien Registration Number: A- _____			
			<input type="checkbox"/> Student <input type="checkbox"/> Parent Borrower
<small>*Refund will be sent to parent borrower if no box is checked.</small>			

### LOAN INFORMATION (this information will be used to process your PLUS loan at CUA)

Loan Amount Requested (please note that this amount may be reduced depending on eligibility)	
I request the maximum amount (Your application will be processed for the maximum amount if this question is left blank)	
I request the following amount \$ _____ .00	
Loan Period (mark <u>only</u> one)	
Academic Year (half of loan in fall; half of loan in spring)	Summer Only
Fall Only	Spring Only

My signature indicates that I am an eligible parent (step-parent, adoptive parent) borrower applying for, am eligible to receive, and accept a Federal Direct Parent PLUS Loan in the amount requested above to be used for the student indicated above. I authorize the U.S. Department of Education to investigate my credit record and determine my credit worthiness for this loan. I certify that any funds received from this loan will be used for expenses related to the above named student's attendance at Catholic University, that the above named student is eligible to receive the proceeds of this loan, and that the information provided on this form is complete and accurate to the best of my knowledge. I further certify that neither I nor the student is in default on an education loan nor do we owe a refund on a federal grant.

By signing below I authorize Catholic University of America to initiate a credit check and understand that credit check will be completed by the U.S. Department of Education.

Signature of Parent Borrower: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: Signature must be handwritten. Computer fonts not acceptable.

### USE ONE OF THE FOLLOWING METHODS TO RETURN THIS FORM:

MAIL	FAX	SCAN/EMAIL
The Catholic University of America Father O'Connell Hall, Suite M300 620 Michigan Avenue, NE Washington, D.C. 20064	202-319-5573	<a href="mailto:cua-faforms@cua.edu">cua-faforms@cua.edu</a>