



FEDERAL DIRECT LOAN PARENT PLUS INSTRUCTIONS (2009-2010)

THE CATHOLIC UNIVERSITY OF AMERICA
Office of Financial Aid

Catholic University is a Direct Lending School. The Department of Education is the lender, rather than a bank or credit union. Through the direct lending program, Catholic University processes all of the paperwork and students and parents repay the U.S. Department of Education. We will not process Federal Family Educational Loan Program (FFEL) applications obtained through a bank or credit union.

Steps to Obtain a Federal Direct Parent PLUS Loan

Step 1: Complete a Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.ed.gov>. The parent borrower must document their eligible citizenship status. In most cases an eligible citizenship status can be documented by completion of the Free Application for Federal Student Aid (FAFSA), provided the parent borrower's name, date-of-birth and social security number is included on the FAFSA. The Office of Financial Aid will contact the student and/or parent if additional citizenship information is required.

Step 2: Complete the Federal Direct Parent PLUS Loan application attached and return it to the Office of Financial Aid. In addition to the PLUS borrower being credit-worthy, the student must be enrolled at least half-time and meet other general federal student aid eligibility requirements. The Federal Direct Parent PLUS Loan Application must be filled out each academic year.

Please Note: If you are requesting an increase to an existing Parent PLUS Loan for the current year, you should submit this application indicating only the additional amount requested. A request to increase an existing Parent PLUS Loan for the current year may result in the U.S. Department of Education performing a new credit check for the additional amount requested.

Step 3: Complete a Federal Direct Parent PLUS Loan Master Promissory Note (MPN) on the U.S. Department of Education's Direct Loan Master Promissory Note Website at www.dlenote.ed.gov. You will need your U.S. Department of Education PIN to sign your PLUS MPN electronically. Once on the site you should select the Complete New MPN for Parent PLUS Loans option and follow the steps to complete the note. If you are experiencing technical difficulty signing the Master Promissory Note online, please contact the Department of Education's customer service center for borrowers' toll-free at 800-557-7394.

IMPORTANT: Your Federal Direct Parent PLUS Loan will not disburse unless you complete all of the steps and the loan is approved by the U.S. Department of Education.

When indicating the amount of loan monies you are requesting, please consider what you will need for the entire academic year. *Please Note: Parents seeking to apply for a PLUS loan for the summer must complete an additional institutional application at the beginning of the summer term.* A parent may apply for a PLUS loan up to the student's estimated Cost of Attendance (COA) minus all other financial aid. The COA and the student's total amount of financial aid can be found on the student's award notice.

Student's Cost of Attendance (COA) _____

Student total financial aid award _____

Maximum you may borrow _____ (enter an amount up to this amount on the attached form)

Should you be denied for the Parent PLUS Loan, the student may request to be considered for an additional Unsubsidized Stafford Loan. The student can make this request by completing the "Request to Increase Federal Unsubsidized Loan Due to Parent PLUS Loan Denial" section of the Federal Direct Student Loan Adjustment Request form, available under the Forms section of the Office of Financial Aid website. Freshman and sophomores may be eligible for a maximum of \$4,000 in additional funds. Junior and seniors may be eligible for a maximum of \$5,000 in additional funds. *Note: If at a later time during the academic year, either of your parents becomes eligible or is approved with a co-signor for a Parent PLUS loan, the additional Unsubsidized Stafford Loan will be cancelled.*



FEDERAL DIRECT LOAN PARENT PLUS APPLICATION (2009-2010)

THE CATHOLIC UNIVERSITY OF AMERICA
Office of Financial Aid

Student Information (Please Print)

Student's Last Name	First Name	MI	Student CUA ID
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Parent Information (Please Print)

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			Parent's e-mail address
Parent's Citizen Status (mark one)			Borrower's Relationship to Student
<input type="checkbox"/> U.S. Citizen or National			<input type="checkbox"/> father (step)
<input type="checkbox"/> Eligible Non Citizen Alien Registration Number: A- _____			<input type="checkbox"/> mother (step)

Loan Information

Loan Amount Requested (please note that this amount may be reduced depending on eligibility)	
<input type="checkbox"/> I request the maximum amount (Your application will be processed for the maximum amount if this question is left blank)	
<input type="checkbox"/> I request the following amount \$ _____ .00	
<input type="checkbox"/> I request the following increase of \$ _____ .00 to an existing current year Parent PLUS Loan.	
Loan Period (mark <u>only</u> one)	
<input type="checkbox"/> academic year (default: one half of loan for fall; one half of loan for spring)	<input type="checkbox"/> summer term only
<input type="checkbox"/> fall term only	<input type="checkbox"/> spring term only

My signature indicates that I am applying for, am eligible to receive, and accept a Federal Direct 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 also understand that the acceptance and processing of this request form does not guarantee credit approval and that I must apply for approval of this loan with the U.S. Department of Education, by completing a Direct PLUS Master Promissory Note (MPN). 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.

Signature of Parent Borrower _____ Date _____

USE ONE OF THE FOLLOWING METHODS TO RETURN THIS FORM:

MAIL	FAX	IN-PERSON
The Catholic University of America McMahon Hall, Room 6 620 Michigan Avenue, NE Washington, DC 20064	202-319-5573	McMahon Hall Room 6

OFFICE OF FINANCIAL AID USE ONLY

Date Received	Date Processed	Initials