



2018—2019 Federal Direct Parent Plus Loan Application Instructions

Completing the Online Application:

Apply for a Federal Direct PLUS Loan at www.studentloans.gov. If you have problems with the online PLUS application process, you can contact **Direct Loan Applicant Services at 1-800-557-7394 for assistance.**

1. Sign in with personal information and FSA ID
 - a. **IMPORTANT:** The **borrowing parent** must sign-in using their information and FSA ID
2. Click on **Apply for Direct PLUS loan.**
3. Click on Start beside **“Direct PLUS Loan Application for Parents”**. Read and complete all sections in each step.

Step 1: School & Loan Information

- Select Award Year (2018-2019)
- Complete Student Information Section
- Complete School and Loan Information Section
- Select Loan Period for Loan
 - o 08/2018-05/2019= Full Academic Year loan
 - o 08/2018-12/2018= Fall 2018 only loan
 - o 01/2019-05/2019= Spring 2019 only loan

Step 2: Borrower Information

Complete all sections of Borrower Information.

Step 3: Review Request

Review all information under School and Loan Information and Borrower Information. Click Edit to update any information.

Step 4: Credit Check & Submit

Review and check consent for credit check and certification of information.

If the PLUS loan is credit approved, it will be added to the student’s financial aid award once Concordia receives the application.

If the PLUS loan is credit denied, you may choose to proceed by selecting one of the following credit actions. The PLUS loan will then be processed based on the chosen credit action.

- o Obtain an endorser. An endorser is someone who does not have an adverse credit history and agrees to repay the loan if the borrower becomes delinquent in making payments or defaults on the loan.
- o Provide documentation of extenuating circumstances to appeal the credit decision.
- o Will not pursue a Direct PLUS Loan. If you choose not to pursue, your student may be eligible to receive additional unsubsidized loan funds.
- o Undecided. **Note:** *Concordia College cannot process a loan with an Undecided credit action. Any applications that Concordia receives with an Undecided credit action will not be processed and the submission of a new application will be required.*

Once the PLUS application is submitted, an electronic confirmation will be transmitted to Concordia’s Financial Aid Office. Please be aware that it may take 24 to 48 hours for Concordia to receive your submitted application.

A Master Promissory Note must be completed for all parents borrowing a Federal Direct PLUS loan. The Parent PLUS MPN can be completed at www.studentloans.gov.

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