



Federal Direct Loan Required Documents
Step-by-Step Instructions
Student Borrowers
&
Parent Plus Borrowers

The Student and parent(s), who have accepted the federal loans on the award letter, need to complete certain documents in order for the Federal Direct Loans to process legally and properly.

The student must complete a **Master Promissory Note (e-MPN) and an Entrance Counseling form.**

The parent will have to complete a **Federal Direct Parent Loan application (PLUS) and a MPN (MPN) for the PLUS loan.**

These documents are available **online at www.studentaid.gov**. *Use either Firefox or Internet Explorer7 web browser only.*

PLEASE REFER TO THESE DIRECTIONS WHEN YOU ARE READY TO GO ONLINE TO COMPLETE THESE DOCUMENTS.

Do not begin this process before June 1, 2021.

Parent PLUS Credit checks may expire before Thiel has processed the loans.

PARENT PLUS BORROWERS:

The Federal Direct Parent PLUS (Parent Loan Undergraduate Student) loan process requires the parent borrower to complete a Parent PLUS loan application with authorized credit check and complete a Direct PLUS Loan Master Promissory Note (MPN). The parent is the borrower; therefore the PARENT must use their FSA ID to complete the PLUS loan. **Do not begin this process until after June 1, 2021...** credit check may expire! The application and MPN process is outlined below:

1. Complete the Federal Direct Parent PLUS Loan Request

- The Direct PLUS Loan Request is a web form that is completed at www.studentaid.gov website.
- The parent borrower must sign into the website with their (FAFSA) **FSA User ID** and **Password**.
- A borrower who does not have a **FSA User ID** can create one via the www.fsaid.gov web site.
- Select “**Apply for Aid**” (second link on the top of the page).
- Scroll down the page, almost to the bottom and the right hand side. You will see “Applying for a PLUS Loan”
- Select the **THIRD** option – “Apply for a Parent PLUS Loan”
- Select “Start”
- **Complete all data accurately, especially social security numbers and birthdates.**
 - Current award year is **2020-2021** if attending in the **Fall of 2020 or Spring of 2021**.
 - Current award year is **2021-2022** if attending in the **Fall of 2021 or Spring of 2022**.
 - Select student from drop down box, or complete all STUDENT information.
 - Deferment of PLUS loan means no payments are required while student is enrolled at least half time (six credits or more). Interest will accrue during this time.
 - 6-month Post Enrollment Deferment – no payments will be required for the first 6 months that a student is enrolled in less than 6 credits
 - Read and authorize(if applicable) the use of funds to satisfy other charges
 - **Credit Balance Option**-If the PLUS loan creates an overpayment on the students account, to whom should we issue the overpayment?
 - Select the school state and school name information (PA, Thiel College, and Federal School Code 003376) from the drop down boxes.
 - Choose the loan amount – loans are disbursed evenly over 2 semesters (Fall and Spring)
 - Maximum amount allowed by school – The PLUS loan cannot exceed the total cost of attendance as stated on the students award letter.
 - Specify loan amount – remember to add the Department of Education loan fee of 4.228%
 - Contact Student Accounts if you are unsure of how much you need to apply for
 - Stacey Yake 724-589-2810 or Denise Rucci 724-589-2056
 - Loan Period – August 2021 through May 2022 – If you are borrowing for the full academic year. Please use Loan dates of August 2021 through December 2021 if only borrowing for the Fall Term!
 - Borrower Information – This is the PARENTS information
 - Verify all information is correct
 - Read and certify acknowledgement of important notices! You must click on the blue box “open important notices” before you can continue with application
 - **APPLICATION WILL BE SUBMITTED WHEN YOU CLICK CONTINUE!** – This will initiate a credit check and return an immediate decision on the application. If credit is approved – complete a Master Promissory Note. Instructions are below.

2. Complete a Parent PLUS Master Promissory Note

In addition to the PLUS Application, you must also complete a PLUS Master Promissory Note (MPN). The MPN is a legal document in which you promise to repay your loans(s) and any accrued interest and fees to the Department of Education. It also explains the terms and conditions of your loan(s).

- The MPN is completed electronically at www.studentaid.gov website.
- If you are borrowing Direct PLUS loans for more than one student, you will need to complete a separate MPN for each one.

To complete the MPN you will enter the Student aid website as described above.

- Go to www.studentaid.gov
- Enter your **FSA User ID** and **Password**.
- Select Complete Aid Process at the top of the page
- Scroll to the middle of the page under “NEXT STEPS”
- Select option #4 – “Complete a Master Promissory Note”
- Choose the **THIRD** option on the page – “**PLUS MPN for Parents**”
 - Continue as with the MPN section instructions as prompted on the web site.
 - Enter the student’s information, and select school as prompted.
 - Enter your personal reference information. References cannot have the same address or phone number
 - Verify all information is correct.
 - Carefully read all sections of the MPN terms and conditions.
 - Acknowledge review of MPN and type your name in the signature box
 - Click “Sign and Submit”

If credit is declined:

You will be given (3) options - you can appeal the credit decision, obtain an endorser or no longer pursue the PLUS loan. Select the option best for you. When you have completed this process, close out of the web site.

There is no need to print and send copies to Thiel.

The college will receive these documents electronically if they are completed correctly.

Thiel College, 75 College Ave, Greenville, PA 16125 Email: mwork@thiel.edu

Federal Student Loan Origination Fees

	October 1, 2018 - September 30, 2019	October 1, 2019- September 30, 2020
Direct Parent PLUS Loan	4.248%	4.236%

Federal Student Loan Interest Rates (Fixed)

	July 1, 2019 and June 30, 2020	July 1, 2020 and June 30, 2021
Direct PLUS Loan	7.08%	5.30%
Direct Stafford Loan - Subsidized (Undergraduate Students)	4.45%	2.75%
Direct Stafford Loan - Unsubsidized (Undergraduate Students)	4.45%	2.75%

**Interest rates and fees will be updated as final figures are received*