

**Federal Direct Loan Required Documents  
Step by Step Instructions 18-19  
Parent Plus Borrowers**

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

These documents are available **online at [www.studentloans.gov](http://www.studentloans.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 15, 2018.**

**PARENT PLUS BORROWERS:**

The Federal Direct Parent PLUS (Parent Loan Undergraduate Student) loan process requires the parent borrower to complete a (1) PLUS loan application with authorized credit check and (2) complete a Direct PLUS Loan Master Promissory Note (MPN). The parent is the borrower. Student must not use their FSA ID to complete the PLUS loan. **Do not begin this process until after June 15, 2018...**credit check may time out. The application and MPS process is outlined below:

**1. Complete the Federal Direct Parent PLUS Loan Request**

- The Direct PLUS Loan Request is a 4-step web form that is completed at [www.studentloans.gov](http://www.studentloans.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](http://www.fsaid.gov) web site.
- Select “**Apply for Direct PLUS Loan**” (fourth Link on the list).

The **four** steps or tabs of the online application are:

1. *Personal Information (If the borrower has a previous loan, many data fields will be pre-populated)*
2. *Student and Loan information. Be very careful and accurate with social security numbers and dates of birth.*
3. *Review Application*
4. *Credit Check and Submit*

- **Complete all data accurately, especially social security numbers and birthdates.**
- The PLUS loan amount cannot exceed the cost of attendance (found on the award letter).
- The loan is disbursed evenly over the two traditional semesters (fall and spring) unless otherwise noted on award letter.
- The loan period for **2018-2019 is August 2018 to May 2019.**
- If you stop before your submission is accepted, you may have to complete the entire process again.

**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.studentloans.gov](http://www.studentloans.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 Loans website in the same way a described under the student instruction section:

1. Go to [www.studentloans.gov](http://www.studentloans.gov)
2. Click on sign-in on Home Page.
3. Enter your **FSA User ID and Password**.

4. Select Complete Loan Agreement (Master Promissory Note) link.
5. Click on the type of loan “*Parent PLUS*”. (Third Option on the page)
  - a. Continue as with the MPN section instructions as prompted on the web site.
  - b. Enter your personal information as prompted.
  - c. Enter your name and click on the “Sign Box”.
  - d. You will be told whether your credit is approved or declined.

**If credit is approved:**

- Complete the submission process.
- You do not need to print a copy of the MPN for our office...you might want a copy for your own records.
- Your signature is authenticated when you click on the “Sign Box”.
- You will receive an email from the US Department of Education confirming MPN was received. Click on the HTML Version to view your MPN.

**If credit is declined:**

You will be given options. 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.**

Should you have any questions or issues with this process it is best to contact StudentLoans directly.

**GO TO:** [www.studentloans.gov](http://www.studentloans.gov)

**Direct Application Dedicated Phone:** 1-800-557-7394

*Thiel College, 75 College Ave, Greenville, PA 16125 Email: [regelsky@thiel.edu](mailto:regelsky@thiel.edu)*

**Federal Student Loan Origination Fees**

	<b>October 1, 2017 - September 30, 2018</b>	<b>October 1, 2016 - September 30, 2017</b>
Direct Parent PLUS Loan	4.264%	4.276%

**Federal Student Loan Interest Rates (Fixed)**

	<b>July 1, 2018 and June 30, 2019</b>	<b>July 1, 2017 and June 30, 2018</b>
Direct Parent PLUS Loan	7.595%	7.00%