



APPLYING FOR THE PARENT PLUS LOAN

The Federal Direct PLUS Loan is a federally sponsored loan that is available to the parents of dependent undergraduate students. The Federal Direct PLUS Loan can be used towards the student's education at Virginia Union University. While parents of all income levels are eligible, a credit-worthiness evaluation is required. Parents may borrow up to the cost of attendance minus any other aid received by the student annually. Dependent undergraduate students must also be enrolled at Virginia Union University for at least 6 or more credit hours a semester to be eligible.

The screenshot shows a navigation bar with four tabs: "Considering School" (I'm thinking about going to college or a career school.), "In School" (I'm in the process of earning a degree or certificate.), "Parent" (I want to help my child pay for college.), and "In Repayment" (I have loans I need to repay.). Below the navigation bar, the "Parent" tab is selected. The main content area features a heading "We'll share useful info and walk you through the PLUS loan process." followed by a paragraph: "We have resources for parents looking to save for college and learn about financial aid. We also make loans to eligible parents to help pay for their child's undergraduate education expenses." To the right, under "POPULAR TOPICS", there is a list of links: "Apply for a Parent PLUS Loan" (highlighted in yellow), "Complete a Master Promissory Note (MPN) for a Parent PLUS Loan", "Complete the Annual Student Loan Acknowledgment", "Complete PLUS Credit Counseling", "Appeal a Credit Decision", "Use Loan Simulator", and "Find Resources for Parents".

1. Student must have successfully submitted the 2023-2024 Free Application for Federal Student Aid (FAFSA) which is available on-line at www.studentaid.gov.
2. Either biological or adoptive parent of a dependent undergraduate student is eligible to apply for this loan. Stepparents cannot apply for this loan unless they are also an adoptive parent.
3. The parent applying for this loan must have a valid FSA ID. Parents can apply for a FSA ID at www.studentaid.gov.
4. Parents must go through a credit application process on-line at www.studentaid.gov.
 - a. Under the "Parent" tab click "Apply for a Parent PLUS Loan"
 - b. Click "Log in to start"
 - c. Enter the parent's FSA ID and Password.
 - d. Once logged in, click the link that states "Request a Direct PLUS Loan", then click "Direct PLUS Loan Application for Parents"
 - e. Select an award year
 - f. Provide student information (name, SSN, date of birth, permanent address)
 - g. Answer questions regarding deferment, grace period, expense authorization, and credit balance
 - h. Select Virginia as the School State in the drop down box
 - i. Select Virginia Union University as the School Name in the drop down box
 - j. Indicate the Loan Amount Requested (maximum or enter a loan amount)
 - k. Complete each page of the application process until you come to a Congratulations page indicating that you've completed the loan request. This page will tell you whether or not credit has been approved.

If the credit check is approved, and this is the first PLUS loan you are taking for this student you will be instructed to complete the Federal Direct PLUS Master Promissory.

NOTE: If a prior PLUS was endorsed, a new MPN will be required.

1. Return to the home page by clicking on “menu,” in the upper right hand corner of the screen, then “my account,” and then “my homepage”
2. Select Complete Loan Agreement (Master Promissory Note)
3. Select Parent PLUS Loan as the loan type
4. Provide personal information (citizenship, driver’s license, address, telephone number, etc.)
5. Provide employer information
6. Provide student and loan information (name, SSN, date of birth)
7. Select Virginia Union University as the School Name in the drop down box
8. Provide reference information
9. Review Terms and Conditions, electronically sign, and submit MPN
10. Print a copy of your MPN for your records

NOTE: The entire MPN process must be completed in a single session so be sure you have enough time to complete it. The MPN session takes approximately 30 minutes to complete.

If the credit check is not approved

1. Student may receive an additional unsubsidized loan
 - a. Choose the “I do not wish to proceed” option to indicate that Virginia Union should begin processing the additional unsubsidized loan for the student
 - b. The student is eligible for a Unsubsidized Stafford Loan for \$4000/\$5000 depending on grade level for the academic year
2. Add an endorser to the PLUS application
 - a. The endorser must create an FSA ID and sign in to www.studentloans.gov
 - b. Select the link for “Endorse a Direct PLUS Loan” from the left side menu
3. Appeal credit decision
 - a. The parent will work with the Department of Education to provide documented proof of extenuating circumstances leading to the adverse credit decision
 - b. The following website provides a list of suitable documents for appealing adverse credit situations: <https://studentloans.gov/myDirectLoan/whatYouNeed.action?page=credit>
4. Selecting “Undecided” will result in the application processing being stopped until a different option is selected



Office of Financial Aid