

FEDERAL DIRECT PARENT PLUS LOAN INSTRUCTIONS

Parents, to complete your Direct PLUS Loan Request electronically:

- Sign-in to www.studentloans.gov (You will need YOUR parent FSA ID.)
- Select the "Request Direct PLUS Loan" option on the left hand navigation bar.
- Select Parent PLUS.

When the student is packaged, any loans you are eligible to receive will be shown in their online award letter. If you have questions regarding your loan eligibility for PLUS, the next steps in the processing of your PLUS loan, when the loan will be disbursed (paid out), or no longer wish to receive the loan, contact the Financial Services Office.

Detailed Instructions for Completing Parent PLUS Loan Requests

Important: Before you begin the Parent PLUS Loan Request, you will be required to indicate if you are currently in a default/overpay status. If you are in a default/overpay status, you will not be able to proceed with the Parent PLUS Loan Request.

Step 1 – School & Loan Information: Click on the “Award Year” drop down and select the correct year, 2015-2016. Enter Student Information or select an existing registered Student from the Select Student dropdown.

Determine if you would like to request for deferment while the Student is still in school. If you select Yes, your servicer will contact you shortly before your Direct PLUS Loan enters repayment. During the deferment period, you will not be required to make payments on your Direct PLUS Loan, but the interest will continue to accrue.

- Select the Yes radio button to request deferment
- Select the No radio button not to request deferment

Determine how to use any credit balance on the Direct PLUS Loan Request:

- Select the Authorization for School to Use Loan Funds to Satisfy Other Charges checkbox to allow the school to deduct any credit balance after your Direct PLUS Loan has been applied to the student's academic costs to secondary charges (unpaid library fines, unpaid parking tickets, etc.)
- Leave the Authorization for School to Use Loan Funds to Satisfy Other Charges checkbox unselected to prohibit the school from deducting any credit balance after your Direct PLUS Loan has been applied to the student's academic costs to secondary charges (unpaid library fines, unpaid parking tickets, etc.)
- If there is a credit balance after your Direct PLUS loan has been applied to the student's school account, to whom do you want the school to pay the credit balance?" Choose “Me” or “The Student”:
 - Me (If there is a credit balance after the Direct PLUS Loan has been applied to the student's school's account, JCC will pay the credit balance to you, the parent)
 - The Student (If there is a credit balance after the Direct PLUS Loan has been applied to the student's school's account, JCC will pay the credit balance to the student)

Then, enter your school's information. For U.S. Schools/U.S. Territory Schools, make sure the

“School State” field matches the correct state - NY, and then select JEFFERSON COMMUNITY COLLEGE

Remember, you must apply for a Direct PLUS Loan Request for a certain award period and during a certain time frame. Not all schools use the same award periods or application periods. If you are not yet eligible to apply for a Direct PLUS Loan Request, you will receive the following error message: “Borrowers requesting a Direct PLUS Loan at this school may begin using this online form on Month Day, Year.” Please wait until this date to begin the Direct PLUS Loan Request process.

For applicants who have previously submitted a Direct PLUS request, you will be provided with the following choices below. (Note: This option will appear only if you have a previously submitted request on file for the same award year, school, or type. If you select this option, you will also have to select the previous loan reference number you would like to modify from the dropdown list.)

- New (I am submitting a new Direct PLUS Loan Request.)
- Change (I am requesting a change to the loan amount specified in a previously submitted Direct PLUS Loan Request.)

If you select “New”, you will be presented with the following options:

- “I want to borrow the maximum amount.”
- “I would like to specify a loan amount.”
- “I do not know the loan amount I want to request. I would like to contact the school.”

If you select “Change”, you will be presented with the following options:

- “I want to borrow the maximum amount.”
- “I would like to specify a new total loan amount.” If you choose to specify an amount, you must enter the new total amount you are requesting, and NOT the loan increase or loan decrease. For example, if you previously submitted a request for \$4,000 and you would like to borrow \$10,000, you would enter \$10,000, NOT \$6,000.

Indicate the loan amount you would like to borrow. You may choose if you want to borrow the maximum Direct Parent PLUS Loan amount for which you are eligible, as determined by the school, you may specify a loan amount, or you may contact JCC to determine a loan amount. Specify the loan period for which you are requesting a Direct PLUS loan. Click on the dropdown box under “Requested Loan Period Start Date” to enter the month and year. Then click on the dropdown box under “Requested Loan Period End Date” to enter the month and year. Click “Save and Exit” or “Continue” to move on to the next step.

Step 2 – Personal Information: Choose citizenship status. If you are not a U.S. citizen or a permanent resident/eligible non-U.S. citizen, you will not be eligible for a Parent/Graduate PLUS Loan. For more information regarding citizenship requirements click on “Why do we ask?”. If you do not have a driver’s license, you can leave this blank. Select the Default Certification checkbox to certify you are not in default in a loan or if you are, you have made satisfactory arrangements with the loan holder to repay the amount owed. Enter your permanent address, evening telephone number, and email address. Next, enter your employer's name and address. If you do not have an employer, please check the box which states “I do not have an

employer”. All fields with a red asterisk indicate a required field. Click “Save and Exit” or “Continue” to proceed to the next step.

Step 3 – Review Application: Review all information provided and verify it is correct prior to submitting the loan application. If any of the information is incorrect, you may modify it by clicking on the “Edit” button next to each section. Click “Save and Exit” or “Continue” to move on to the next step.

Step 4 - Credit Check and Submit: After reviewing the following statement, check the box and select “Continue”: "For the loan or loans that I am requesting by completing this Direct PLUS Loan Request for Supplemental Information, I authorize the U.S. Department of Education to check my credit history for the purpose of determining my eligibility for the loan(s), and to report information about my loan eligibility to persons and organizations permitted by law to receive that information." Your Direct PLUS Loan Request for Supplemental Information cannot be processed unless you authorize the U.S. Department of Education to check your credit history. One of the eligibility requirements for receiving a Direct PLUS loan is that you must not have an adverse credit history, unless you meet other certain requirements. The results of your credit check will be sent to JCC.

Confirmation: After you click on “Continue”, an image will appear on the screen indicating the request is being processed. Once the request is complete, the next screen will show the results of your credit decision.

If approved: A confirmation page will appear, which will display the Master Promissory Note (MPN) completion date and MPN expiration date for the most recently submitted MPN. The confirmation page will also display a list of students who have completed and/or need to complete a Free Application for Federal Student Aid (FAFSA). If you need to complete the FAFSA, a hyperlink to the website is provided. After clicking on the hyperlink, the FAFSA website will open in a new window. If you have yet to complete the PLUS MPN (for parents) you will also need to complete that form online on the StudentLoans.gov website in order for the PLUS loan to process.

If denied: You may click on “View Credit Check Details” for more information. You will also be given the options below. Choose one of these options and then click on “Continue”. (Regardless of the decision you choose after applying for the PLUS loan, an electronic confirmation will be sent to your school within 24 hours advising the school of the results.)

- I want to obtain an endorser.
- I want to provide documentation of extenuating circumstances.
- I do not want to pursue a Direct PLUS loan at this time.
- Undecided

Troubleshooting Tips:

- If you do not see the green “Sign In” button, you may not be using a supported browser. To

make sure your computer is compatible with the website please go to “Learn More” at the top of the page, and click on “What You Need for Direct Loans”. If you are using a browser is not supported, your view and interaction with this site may be significantly impaired.

- Each applicant must have their own unique PIN, and sign in using each individual’s information.
- Please note, if at any time while completing the application you receive a red circle with the letter “X” in the center, this indicates an error. Placing your cursor over the red circle will display the specific details of the error message.
- Ensure you are entering the correct student information, or you may receive the following error message: “The information you provided on the student(s) below differs from our records. Verify the data you have entered is correct. If you select continue without making changes, the data currently on our system will be overwritten.”