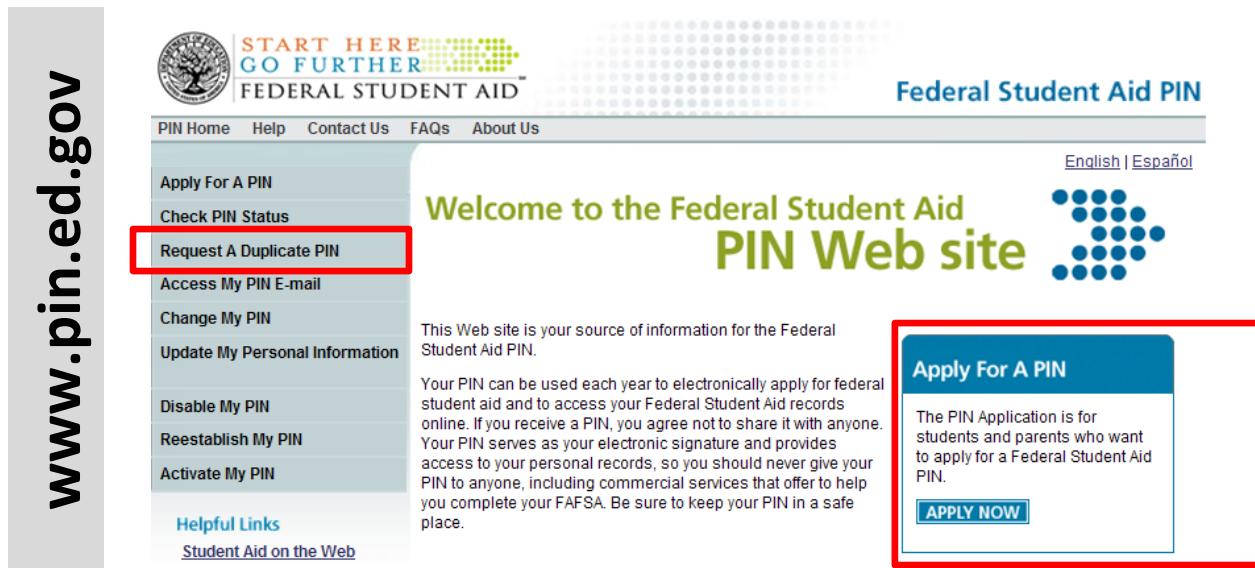


Parent PLUS Loan – Required Steps for Loan to Process Fully & Disburse

NOTE: Please carefully review the following as you, the Parent of a Dependent Student, prepare to complete these steps to obtain a Federal Parent PLUS Loan:

- 1. Each of the following three steps **MUST** be completed by the **SAME** parent!**
 - Each process is driven by the parent's Social Security Number; therefore, it is important to have the same parent complete each step.
- 2. The parent completing these steps needs their Parent PIN # to sign-in at studentloans.gov**
Completing the FAFSA requires one of the parents to have a PIN #
 - a. If you helped your student complete the FAFSA but you do not remember your PIN #, go to www.pin.ed.gov and select **“Request a Duplicate PIN”**
 - b. If you wish to complete these steps for the PLUS Loan and you are not the parent who assisted with the FAFSA; you need to apply for a PIN # at www.pin.ed.gov by clicking on the **“Apply Now” button** (it may take approx. 3-5 days to receive your PIN #).



On the following pages, further instructions are offered for these steps:

Sign-in Process at www.studentloans.gov (used for both steps 1 and 2)

Step 1: Request a PLUS Loan

Step 2: Complete Master Promissory Note

Step 3: Complete Parent Authorization Form (Cedarville process)

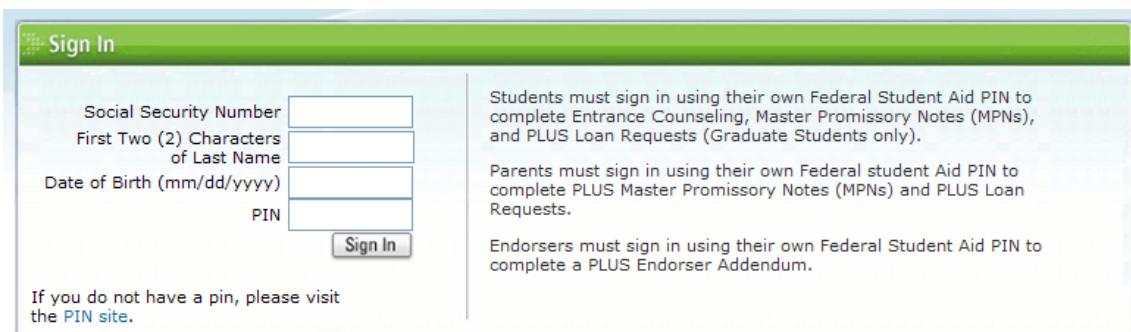
Sign In Process at www.studentloans.gov (used for both Steps 1 and 2)

A. Sign-in – click on the big green ‘Sign In’ button



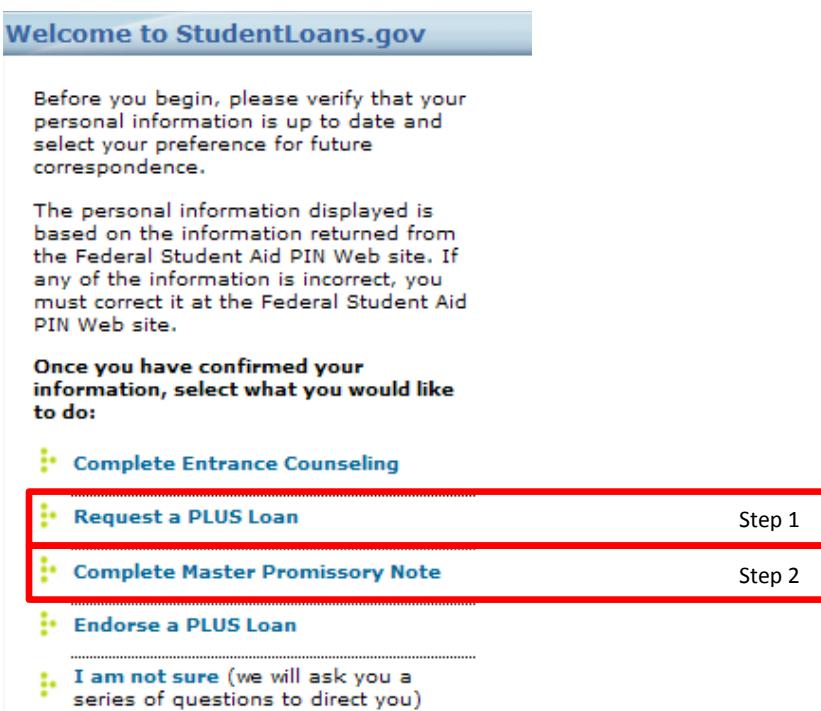
The screenshot shows the homepage of StudentLoans.gov. At the top, there is a navigation bar with links for Home, Learn More, Tools and Resources, Managing Repayment, FAQs, and Contact Us. The main content area features a banner with four diverse young adults smiling. To the left, a sidebar titled 'Manage My Direct Loan' contains a 'Sign In' button, which is highlighted with a red arrow. Below the button, there is a link to 'Why am I signing in?' and a list of links for 'View My Loan Documents', 'Entrance Counseling', 'Sign Master Promissory Note', 'Complete PLUS Request Process', and 'Endorse PLUS Loan'. A note at the bottom of the sidebar says, 'Please visit the PIN site if you are a new user or have forgotten your PIN.'

B. Complete the login information, including the Parent PIN



The screenshot shows the 'Sign In' page. It has a green header bar with the text 'Sign In'. Below it, there are four input fields: 'Social Security Number', 'First Two (2) Characters of Last Name', 'Date of Birth (mm/dd/yyyy)', and 'PIN'. To the right of these fields is a note: 'Students must sign in using their own Federal Student Aid PIN to complete Entrance Counseling, Master Promissory Notes (MPNs), and PLUS Loan Requests (Graduate Students only).'. Another note below it says: 'Parents must sign in using their own Federal student Aid PIN to complete PLUS Master Promissory Notes (MPNs) and PLUS Loan Requests.' At the bottom left, there is a link: 'If you do not have a pin, please visit the PIN site.'

C. After the parent completes the login process, you will see the following page:



The screenshot shows the 'Welcome to StudentLoans.gov' page. It has a blue header bar with the text 'Welcome to StudentLoans.gov'. Below it, there is a note: 'Before you begin, please verify that your personal information is up to date and select your preference for future correspondence.' Another note below it says: 'The personal information displayed is based on the information returned from the Federal Student Aid PIN Web site. If any of the information is incorrect, you must correct it at the Federal Student Aid PIN Web site.' A section titled 'Once you have confirmed your information, select what you would like to do:' lists several options: 'Complete Entrance Counseling', 'Request a PLUS Loan', 'Complete Master Promissory Note', 'Endorse a PLUS Loan', and 'I am not sure (we will ask you a series of questions to direct you)'. The 'Request a PLUS Loan' and 'Complete Master Promissory Note' options are highlighted with a red box and labeled 'Step 1'. The 'Endorse a PLUS Loan' and 'I am not sure' options are labeled 'Step 2'.

Step 1: Request a PLUS Loan

When you select “Request a PLUS Loan” you will see the following:

Request PLUS Loan

OMB No. 1845-0103
Form Approved
Exp. Date 04/30/2013

Warning: Any person who knowingly makes a false statement or misrepresentation on this form will be subject to penalties which may include fines, imprisonment, or both, under the U.S. Criminal Code and 20 U.S.C. 1097.

The Direct PLUS Loan Application gives the school information they need to create your Direct PLUS Loan. **You should verify with the school's financial aid office that this is the process they want you to use; some schools may have their own Direct Loan Application.**

PLUS loans are available to parents of dependent undergraduate students enrolled at least half time in an eligible program at an eligible school. These are low-interest, unsubsidized loans available to parents to supplement their children's aid package, up to the school's cost of attendance.

Graduate and professional students may borrow under the Direct PLUS Loan Program up to their school's cost of attendance minus other financial assistance. Other financial assistance includes Direct Subsidized Loans, Direct Unsubsidized Loans, scholarships and grants.

► What You Need

OR

► Select the loan type



Graduate PLUS

(PLUS loan available to graduate/professional students. Students must be signed in with their own [Federal Student Aid PIN](#).)



Parent PLUS

(Direct PLUS loans available to parents of dependent undergraduate students. Parents must be signed in with their own [Federal Student Aid PIN](#).)

You want to select the ‘Parent PLUS’ link.

Complete and Submit your [Request for a Parent PLUS Loan](#)

Step 2: Complete Master Promissory Note (parent version)

When you select “Complete Master Promissory Note” you will see the following:

Master Promissory Note (MPN)

The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s). Unless your school does not allow more than one loan to be made under the same MPN, you can borrow additional Direct Loans on a single MPN for up to 10 years.

Parent borrowers must complete an MPN for each student.

The entire MPN process must be completed in a single session, so be sure you have enough time before you start. Each MPN generally takes approximately 30 minutes to complete.

What You Need

OR

Select the type of loan you would like to receive

 **Subsidized/Unsubsidized**

(Federal Direct Loans available to undergraduate or graduate/professional students. Students must be signed in with their own [Federal Student Aid PIN](#).)

 **Graduate PLUS**

(Federal Direct Loans available to graduate/professional students. Students must be signed in with their own [Federal Student Aid PIN](#).)

 **Parent PLUS**

(Direct PLUS loans for parents of dependent undergraduate students. Parents must be signed in with their own [Federal Student Aid PIN](#).)

You want to select the ‘Parent PLUS’ link.

Complete and Submit your [Parent PLUS Master Promissory Note](#)

Step 3: Complete Parent Authorization Form (Cedarville process)

**NOTE: The same parent who has done steps 1 and 2 now needs to complete this step at Cedarville's website!
<https://www.cedarville.edu/cf/finaid/plusform/index.cfm>**

This Parent PLUS Loan Request Form will look like this (*this is the beginning; not complete form*)



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Financial Aid

Parent PLUS Authorization Form

This form is required to begin processing your Parent PLUS loan
* denotes a required field

Loan Information

Year Requested * 2010-2011 (May 2010 - April 2011): Summer 2010, Fall 2010, and Spring 2011

Loan Amount Requested * \$

Term(s) to apply funds * Fall/Spring split Fall only Spring only Summer only

If selecting "Fall only," your loan will come due several months earlier than if selecting "Spring only" or "Fall/Spring split." If you need a Summer loan and a Fall or Fall/Spring loan, please submit more than one request.

Student Information

First Name *
Last Name *
SSN [999-99-9999] *

Parent Borrower Information

First Name *
Last Name *
SSN [999-99-9999] *
Birthdate [mm/dd/yyyy] *
State of Residence *
If you provide a P.O. Box #, you must also provide a street address.
Address 1 *
Address 2

Complete and Submit your Parent PLUS Authorization Form