

# HOW TO?

Apply for a **PLUS loan** and complete the **PLUS Master Promissory Note (MPN)**

1

Only a parent/ legal guardian of an undergraduate student or a graduate student can apply to become a **PLUS loan borrower!** Undergraduate students may not apply for a PLUS loan on their own!



2



Go to [www.studentaid.gov](http://www.studentaid.gov).

3

APPLY FOR AID



Hover your mouse over the **Apply for Aid** link at the top of the page. Select **Apply for a Parent PLUS Loan** if you are a parent applying for a PLUS loan for your student, or select **Apply for a Grad PLUS Loan** if you are a graduate student applying for yourself.

4

Apply for a PLUS Loan

LOG IN TO START



Click the **LOG IN TO START** button toward the bottom of the page to get started (if you are already logged in, you will see a **START** button instead).

5



Complete each page of the application and submit when completed. Be aware that the student's information will go in the **Student Information** section, and the parent/guardian information will go in the **Borrower Information** section!

6

Complete Master Promissory Note

Subsidized/Unsubsidized Loan MPN

Grad PLUS MPN

Parent PLUS MPN

You must complete a **PLUS Master Promissory Note (MPN)** as well. To do so, hover your mouse over **Complete Aid Process** at the top of the page and select **Parent PLUS MPN** if you are a parent borrower, or **Grad PLUS MPN** if you are a graduate student borrower.

7

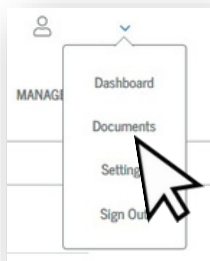
Complete a Master Promissory Note

START



Click the **START** button next to **Complete a Master Promissory Note** and follow the prompts. Be sure to fill out all information and submit when completed.

8



You can view your completed PLUS applications and MPNs in the **My Documents** section of the website. Just hover over your name in the top right corner of the page and click **Documents**.

Turn the page for additional important information about PLUS loans.





## TIPS AND CLARIFICATIONS

**Only a parent or legal guardian** can apply for a **Parent PLUS loan**, and must log in to studentaid.gov with their FSA ID and password (not the student's).

For Parent PLUS loans, it is the parent information that goes in the **Borrower Information** section (the parent/guardian is the borrower, not the student). The student's information will go in the **Student Information** section.

If a parent would like their Federal PLUS loan to pay for additional charges outside of tuition and fees (such as charged parking permits, Paw Prints charges, etc.), an option to authorize those charges located in the **Authorization for School To Use Loan Funds to Satisfy Other Charges** section. If left unchecked, an approved Federal PLUS loan will only apply toward the student's tuition, fees, and housing charges.

A parent borrower should also note how they would like the refund of PLUS loan money to be distributed, if there is remaining Federal PLUS loan funds after the bill is paid. Under the **Credit Balance Option** section are options to have the refund of PLUS loan funds to be paid either to "Me" (the borrower) or to the student.

Once a PLUS application has been approved by the Department of Education, the UCCS Financial Aid office will list this loan in the awards section of the student's portal within **5-7 business days**.

If a PLUS borrower does not indicate a specified loan amount they would like to borrow, or would like to increase the PLUS loan after the initial application has been submitted, **a new PLUS loan application will be required**. If a new application is submitted within 180 days of the original application, a new credit check will not be performed.

Depending on the specifics of the loan application, a borrower may be required to complete **PLUS Credit Counseling** in addition to the PLUS application and MPN. The PLUS Credit Counseling can be found by hovering you mouse over **Apply for Aid** at the top of the page, and select **Complete PLUS Credit Counseling**.

If a parent is **declined** or **deemed ineligible** to borrow PLUS loans, their student may be eligible to receive additional unsubsidized loans. Contact us for more information.

Students and families can find more information about PLUS loans on our website: [finaid.uccs.edu](https://finaid.uccs.edu).



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