



The University of Texas Permian Basin

Parent PLUS Loan Application Guide

1. Go to www.studentaid.gov
2. Click Apply for Aid
3. Click Apply for a Parent PLUS Loan
4. Log in to START
5. Type in PARENT - FSA ID Username or Email Address then PARENT - FSA ID Password
6. Click Log In

Federal **StudentAid** StudentLoans.gov
AN OFFICE OF THE U.S. DEPARTMENT OF EDUCATION

[Español](#)

Log In

FSA ID Username or E-mail Address:

FSA ID Password:

[Forgot Username or Password?](#) [Create an FSA ID](#)

LOG IN

Cancel

As of May 10, 2015 you must have a verified FSA ID (Username & Password) instead of a PIN to log in to StudentLoans.gov.

For assistance, call:
1-800-557-7394.

7. Click on Second Option: Direct PLUS Loan Application for Parents. Click on Start

DIRECT PLUS LOAN APPLICATION

William D. Ford Federal Direct Loan Program Federal Direct PLUS Loan Request for Supplemental Information

This is a request for supplemental information in connection with your application for a Federal Direct PLUS Loan (Direct PLUS Loan) through the William D. Ford Federal Direct Loan (Direct Loan) Program. Some schools may have a different process for obtaining the additional information needed to process your Direct PLUS Loan application.

The information that you provide will be sent to the school that you select. The school you select will use the information collected to determine your eligibility for a Direct PLUS Loan and process your application.

Before you can receive a Direct PLUS Loan, you must complete a Direct PLUS Loan Master Promissory Note (Direct PLUS Loan MPN), which explains all of the terms and conditions of Direct PLUS Loans and constitutes your legally binding agreement to repay all Direct PLUS Loans that you receive under the Direct PLUS Loan MPN. You will have an opportunity to complete the Direct PLUS Loan MPN after you complete the Direct PLUS Loan Request.

The Direct PLUS Loan Request allows you to authorize the school to use your loan funds to satisfy other educationally related charges after tuition and fees, and room and board have been paid. You are not required to provide this authorization.

If you are a parent borrower, the Direct PLUS Loan Request also allows you to:

- Designate whether the school pays any credit balance to the student or to you.
- Request a deferment while the student is in school.
- Request an additional deferment for 6 months after the student ceases to be enrolled at least half time.

Select the type of Direct PLUS Loan Application you would like to complete

Direct PLUS Loan Application for Graduate/Professional Students William D. Ford Federal Direct Loan Program Federal Direct PLUS Loan Request for Supplemental Information

Students must be logged in using their own FSA ID.

[Learn More](#)

Preview a read-only version of the [Graduate/Professional](#) Direct PLUS Loan Application

START

OMB No. 1845-0103
Form Approved
Exp. Date 08/31/2017

Direct PLUS Loan Application for Parents William D. Ford Federal Direct Loan Program Federal Direct PLUS Loan Request for Supplemental Information

Parents must be logged in using their own FSA ID.

[Learn More](#)

Preview a read-only version of the [Parent](#) Direct PLUS Loan Application

START

OMB No. 1845-0103
Form Approved
Exp. Date 08/31/2017

Some schools may have a different process for obtaining the additional information needed to process your Direct PLUS Loan application. You may verify that your school participates in this process after you select a borrower type below or by contacting the school's financial aid office.

Your school will tell you what loans, if any, you are eligible to receive. If you have questions regarding your loan eligibility, the next steps in the processing of your loan, when the loan will be disbursed (paid out), or no longer wish to receive the loan, contact your school's financial aid office.

8. Check to make sure that Parent is listed at the top of the application under Borrower Information. Begin completing Application. You will need Award Year, Student Information, Student Name, Social Security Number, Date of Birth, Permanent Address, and Telephone Number.

DIRECT PLUS LOAN APPLICATION

1 Loan Information

2 Borrower Information

3 Review

4 Credit Check & Submit

- Select an Award Year
- Student Information
- School and Loan Information

Borrower: ██████████

Social Security Number: XXX-XX-██████

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.

Select an Award Year

Award Year:

- Select -

Student Information

Name [More Information](#)

First Name:

██████████

Middle Initial:

█

Last Name:

██████████

Personal Information

Social Security Number:

██████████ *

Date of Birth:

MM/DD/YYYY *

Permanent Address [More Information](#)

Address (line 1):

██████████ *

State:

███ *

Address (line 2):

██████████

Zip Code:

██████ *

City:

██████ *

Country:

UNITED STATES *

Contact Information

Telephone Number:

██████████ *

9. The 2 next questions are regarding deferment of payment while student is enrolled in school. If you select No, you may request a deferment at any time while the student remains enrolled on at least a half-time status. Select your preference on both questions.

Telephone number:

Request for Deferment While Student is Enrolled in School

If you select Yes below, your servicer will contact you shortly before your Direct PLUS Loan enters repayment. A Direct PLUS Loan enters repayment on the date the final disbursement of the loan is made. At this time, your servicer will:

- (1) Provide you with the complete terms and conditions of the deferment; and
- (2) Give you the opportunity to cancel your deferment request and begin making payments on your loan.

Unless you cancel your deferment request, your servicer will grant a deferment on your Direct PLUS Loan that will begin on the date your Direct PLUS Loan enters repayment, and will end on the date the student ceases to be enrolled on at least a half-time basis or, if you request the additional deferment period described below, six months after the student ceases to be enrolled on at least a half-time basis.

During the deferment period, you will not be required to make any payments on your Direct PLUS Loan. However, interest will continue to accrue. You will receive interest statements during the deferment period and may pay the accruing interest at any time. Any interest that you do not pay will be capitalized (added to your loan principal balance) at the end of the deferment period. Capitalization will increase your loan principal amount and the total cost of your loan.

If you select No below, the first payment on your Direct PLUS Loan will be due within 60 days after the date of the last disbursement of the loan. Your servicer will notify you of your payment due date and payment amount. If you later change your mind and decide that you wish to defer payments while the student is in school, you may request a deferment at any time while the student remains enrolled on at least a half-time basis.

Do you want to defer repayment of your Direct PLUS Loan while the student on whose behalf you obtained the loan is enrolled at an eligible school on at least a half-time basis?

- Yes
- No

Request for 6-Month Post-Enrollment Deferment

If you select Yes below, your servicer will contact you shortly before your Direct PLUS Loan enters repayment. A Direct PLUS Loan enters repayment on the date the final disbursement of the loan is made. At this time, your servicer will:

- (1) Provide you with the complete terms and conditions of the deferment; and
- (2) Give you the opportunity to cancel your deferment request and begin making payments on your loan.

Unless you cancel your deferment request, your servicer will grant a deferment on your Direct PLUS Loan that will begin on the date the student ceases to be enrolled on at least a half-time basis and will end six months after that date.

During the deferment period, you will not be required to make any payments on your Direct PLUS Loan. However, interest will continue to accrue. You will receive interest statements during the deferment period and may pay the accruing interest at any time. Any interest that you do not pay will be capitalized (added to your loan principal balance) at the end of the deferment period. Capitalization will increase your loan principal amount and the total cost of your loan. If you also requested a deferment while the student is enrolled in school on at least a half-time basis, unpaid interest that accrues during both deferment periods will be capitalized only once, at the end of the additional 6-month deferment period.

If you select No below and you requested a deferment while the student is enrolled on at least a half-time basis, the first payment on your Direct PLUS Loan will be due within 60 days after the date the student ceases to be enrolled on at least a half time basis. Your servicer will notify you of your payment due date and payment amount. If you later change your mind and decide that you

10. The next question is regarding allowing the School to use the loan funds to satisfy other charges that may be added to a student’s account. The next question asks whether you would like any credited amount to be mailed to the parent or student. Next is school information, Select University of Texas of the Permian Basin. If you have already completed a Direct PLUS Loan for another school you must complete one for UTPB in order for the Loan to be awarded at UTPB

1 Loan Information **2** Borrower Information **3** Review **4** Credit Check & Submit

Select an Award Year
Student Information
School and Loan Information

2 Borrower Information

Your Direct PLUS Loan will be due within 100 days after the date the student ceases to be enrolled on at least a half-time basis. Your servicer will notify you of your payment due date and payment amount. If you later change your mind and decide that you wish to defer payments for an additional six months after the student ceases to be enrolled on at least a half-time basis, you may request a deferment at any time while the student remains enrolled on at least a half-time basis.

Do you want to defer repayment of your Direct PLUS Loan for 6 months beginning on the date the student ceases to be enrolled on at least a half-time basis?

Yes
 No

Authorization for School to Use Loan Funds to Satisfy Other Charges

Your Direct PLUS Loan will be applied to the student’s school account to pay for tuition and fees, and room and board. By selecting the box below, you may authorize the school to use your Direct PLUS Loan to satisfy other educationally related charges that the student incurred at the school. Examples of other charges that may be paid with your authorization include, but are not limited to, library fines, campus parking tickets, lab fees, and charges for minor damage to school property.

You are not required to provide this authorization. If you provide this authorization, you may revoke or modify the authorization at any time by contacting the school.

I authorize the school to use my Direct PLUS Loan to pay for other educationally related charges that the student incurs at the school, as described above.

Credit Balance Option

Your Direct PLUS Loan will first be applied to the student’s school account to pay for tuition and fees, room and board, and, if you provide authorization, other educationally related charges. Any loan amount that remains after these charges have been paid is called a credit balance. You may choose to have the school pay the credit balance directly to you or to the student.

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?

Me
 The Student

School and Loan Information

Select School to Notify

U.S. Schools/U.S. Territory Schools
 Non U.S. Schools

Choose a state:
- Select -

Search school by name:
Select or type

Add a school using search or filters on the left

Loan Amount Requested

11. The next question is regarding the loan amount that you would like to request. You can select the maximum amount if you do not know your students remaining Cost of Attendance eligibility or you can request a specific amount. Please note that if you ask for a specific amount and it is approved and you later find that you need more funds you will need to complete a new application to request an additional amount.

12. The last question is regarding the loans period start date and end date. If you are trying to cover a balance for the entire school year you will need to enter August as the start date month and end date month with corresponding years. For just the Spring semester you will select the start date month: January and end date month will be May. For Summer attendance you will need to select May as the start date month and August as the end date month with the corresponding year.

13. Click the Continue Box

14. Next you will enter Borrower Information: Social Security Number, Name, Date of Birth, and Citizenship Status. Loan The next questions is regarding borrower Default Status, Permanent Address, Mailing Address (if different) Telephone Number and Email Address.

15. The next Information you will need to complete is regarding Employer Information and Address.

EMPLOYER INFORMATION

Employer Information

- Enter your employer's name and address (street, city, state, zip code, and country).
- If you are self-employed, enter the name and address (street, city, state, zip code, and country) of your business.
- If you are unemployed, choose "I am not employed."

27. Employer Name OR I am not employed

[May be prefilled]

28. Employer Address

[May be prefilled]

Employer Address (line 1):

Employer Address (line 2):

City:

State/US Territory:

Zip Code:

Country:

Work Phone Number:

Review all information and verify that it is correct.

29. Certifications

You must review the **IMPORTANT NOTICES**.

16. Next you will be provided with Privacy Notice Information that you can read and you must read both and agree to both statements provided before you will be allowed to continue

If you have any comments or concerns regarding the status of your *individual submission* of this form, write directly to:
U.S. Department of Education
Common Origination and Disbursement School Relations Center
Attn: Student Loan Support Center
PO Box 9002
Niagara Falls, NY 14302

You must read and agree to **both** statements below:

I certify that (1) the information I have provided on this Direct PLUS Loan Request for Supplemental Information is true, complete, and correct to the best of my knowledge and belief and is made in good faith, and (2) I have read and understood the entire Direct PLUS Loan Request for Supplemental Information, including the Important Notices.

For the loan 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 certain other requirements. The results of your credit check will be sent to the school that you have selected.

CONTINUE

[Choosing CONTINUE initiates the credit check. The result of the credit check determines the information that displays to the applicant.]

17. After you continue you will be Approved or Denied for the loan

***** If Approved you will need to submit:**

- A Direct Parent PLUS Loan Acceptance Form in order for the school to process the loan
- The approved parent will also need to complete a Master Promissory Note (MPN) at the www.studentaid.gov

****You can find the Parent PLUS loan Acceptance Form at the www.utpb.edu website under Admission & Aid > Financial Aid > Financial Aid Forms > Parent Plus Loan Form**

This is the form that our office needs in order to initiate the award of the approved Direct Plus Loan.

The form can be sent via email, fax or mail. The email address you can forward the application to is finaid@utpb.edu , fax it to (432)552-2621 and mailing address is:

**University of Texas of the Permian Basin
Attn: Financial Aid Office #1225
4901 E. University Blvd.
Odessa, Texas, 79762**



The University of Texas of the Permian Basin

For office use only

- MPN
- Entrance Counseling
- NSLDS

Date: _____

Direct Parent PLUS Loan Acceptance Form

I have reviewed the award for my federal student loans. I would like to accept and/or modify the amount (s) that was offered to my dependent for this academic year. My Direct Parent PLUS loan will be processed for the amount (s) that I have indicated below:

	Total Loan Amount Requesting for Award Year
Federal Direct Parent Plus Loan (Parent must initiate this loan)	\$ _____

Student Name:	Student ID#:	Student DOB:
Parent Name:	Parent DOB:	Phone Number:

1. Is the parent borrower a U.S. citizen? Yes No
2. If no, is the parent borrower a permanent resident? Yes No
 - a. If yes, please provide a Resident Alien Number _____
3. Is the borrower currently in default on a federal education loan or owe a refund on a federal student grant? Yes No
4. Parent has completed a Direct Parent Plus Master Promissory Note at the studentloans.gov website. Yes No (loan will not process without this step)

Information Accuracy

I, _____ (Parent listed above) am the (Circle one: mother, father, stepmother or stepfather) of _____ (Student listed above) and acknowledge that all information provided in this application is both truthful and accurate. (Please sign below to agree.)

Directions for disbursing Direct Parent Loan funds that exceed the total allowable outstanding charges.

Please indicate on the Direct Parent Plus Loan application at studentloans.gov if you wish to have any credit balance created by the Federal Direct Parent Plus loan program refunded to your student. *The Accounting Office will disburse any funds in excess of the allowable outstanding charges on the student's UTPB account according to the designation made during the application process. Verify the name and address of the parent prior to exiting the process to ensure you have provided the correct information.*

Parent's Signature: _____ Date: _____

Sign and return completed form to:
University of Texas of the Permian Basin
Office of Student Financial Aid
4901 E. University Blvd.



**Authorization for
UTPB Financial Aid Office to
Disclose Financial Aid Information**

This authorization is administered for the purpose of complying with the U. S. Department of Education regulation found at 34 CFR Part 99, Family Educational Rights and Privacy Act (**FERPA**). Sec. 99.30 of the regulation addresses prior consent required to disclose information. The Office of Student Financial Aid at UTPB has established the following authorization form for complying with this regulatory requirement:

Student Authorization:

I authorize the Office of Student Financial Aid at The University of Texas of the Permian Basin to disclose any financial aid information within the scope of the following categories:

1. Determination of my eligibility for financial aid;
2. Determination of the amount of my financial aid;
3. Determination of the conditions for my aid; or
4. Enforcing the terms and conditions of my aid.

I authorize the designated party or class of parties as specified below for disclosure of my financial aid information: *(List the name and relationship of the party or class of parties who you designate for disclosure)*

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Certification:

By signing and dating this document I acknowledge that the Office of Student Financial Aid has the right to disclose my financial aid information to the party or class of parties I have designated:

_____ Student Printed Name

_____ Student UID Number

_____ Student's Signature

_____ Date

The back page is a FERPA agreement to be completed by the student if the student would like our office to release student account information to the borrower (PARENT). If the student has already completed a FERPA agreement with the Financial Aid Office it does not have to be re-submitted.

***** If your Application is Denied you need to contact the Financial Aid Office at (432)552-2620 or email at finaid@utpb.edu so that we can add Additional Loan eligibility to the students account based on your Direct PLUS application denial.**

Student will be eligible for an Additional Unsubsidized loan:

- **Freshman and Sophomore students \$4,000 for the year (\$2,000 per semester)**
- **Junior and Senior students \$5,000 for the year (\$2,500 per semester).**