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

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.
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 loan's 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. 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 3002
Niagara Falls, NY 14302.

You must read and agree to both statements below:

1. 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.

2. 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
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:

<table>
<thead>
<tr>
<th>Loan Type</th>
<th>Total Loan Amount Requested for Award Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Direct Parent Plus Loan (Parent must initiate this loan)</td>
<td>$5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student ID#:</th>
<th>Student DOB:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Name:</td>
<td>Parent DOB:</td>
<td>Phone Number:</td>
</tr>
</tbody>
</table>

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).