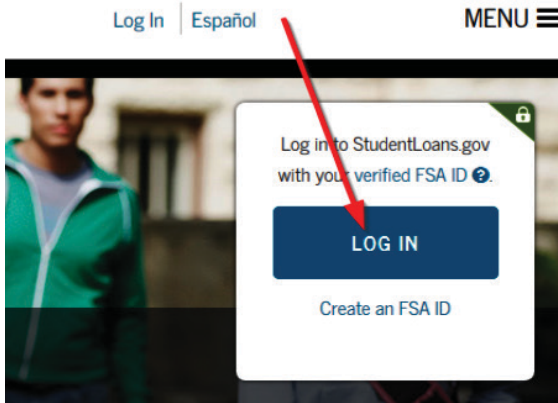


1

LOGGING IN

Navigate to www.studentloans.gov. Once there, you can click “LOG IN” to begin the process.

You will then use the parent FSA ID to login to the student loans website. It is critical that you use the parent’s FSA ID. If you do not remember the ID, you can recover it using the highlighted option circled below.



Log In

FSA ID Username or E-mail Address:

FSA ID Password:

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

LOG IN

2

SELECTING THE APPROPRIATE ACTION

Next, you will be presented with many actions you can take for student loans. Select “Apply for a Direct PLUS Loan” as shown below.

The next screen will present you with two PLUS Loan options. Make sure to select the start button for “Direct PLUS Loan Application for Parents” circled below.



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

<p>Direct PLUS Loan Application for Graduate/Professional Students</p> <p>William D. Ford Federal Direct Loan Program</p> <p>Federal Direct PLUS Loan Request for Supplemental Information</p> <p>Students must be logged in using their own FSA ID.</p> <p>Learn More</p> <p>Preview a read-only version of the Graduate/Professional Direct PLUS Loan Application</p>	<p>START</p> <p>OMB No. 1845-0103</p> <p>Form Approved</p> <p>Exp. Date 08/31/2017</p>
<p>Direct PLUS Loan Application for Parents</p> <p>William D. Ford Federal Direct Loan Program</p> <p>Federal Direct PLUS Loan Request for Supplemental Information</p> <p>Parents must be logged in using their own FSA ID.</p> <p>Learn More</p> <p>Preview a read-only version of the Parent Direct PLUS Loan Application</p>	<p>START</p> <p>OMB No. 1845-0103</p> <p>Form Approved</p> <p>Exp. Date 08/31/2017</p>

3

COMPLETING THE APPLICATION

You will now see the PLUS Loan Application Screen. Make sure the Parent is listed as the borrower and the student is listed as the student as shown below.

The application is very short but is filled with valuable information. It is very important that you read all of this carefully. We highlight some of the important items on the reverse side of this handout.

DIRECT PLUS LOAN APPLICATION

2 Borrower Information 3 Review 4 Credit Check & Submission

Borrower: [Redacted] Social Security Number: [Redacted]

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

Select an Award Year

Award Year: [Select -]

Student Information

Name: [More Information](#)

First Name: [Redacted] Middle Name: [Redacted]

Parent is the borrower

Select which year the student will be attending

Student's Information

PAY CLOSE ATTENTION TO THESE ITEMS

Deferment—You can elect to defer your Parent PLUS Loan payments until after the student graduates. You must indicate this by selecting yes to the first question below.

Furthermore, you can delay payments until six months after your student graduates. See the second question below.

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

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

PAY CLOSE ATTENTION TO THESE ITEMS

Lastly, the application asks you how much you would like to borrow.

- **Option 1** - Maximum loan covering the cost of attendance.
- **Option 2** - A specified amount by you.
- **Option 3** - You will notify us later how much you want to borrow. For now, we will leave it at amount currently offered.

We will update your PLUS Loan to the option you select, if approved. The loan amount requested is split between fall and Spring semesters.

Loan Amount Requested

For each academic year, you may borrow up to—but not more than—the school's cost of attendance, minus the amount of other financial assistance that you receive (if you are a graduate or professional student) or that the student receives (if you are a parent borrower). The school determines the cost of attendance based on federal guidelines. It is important not to borrow more than you can afford to repay, even if you are eligible to borrow more.

- ☐ I want to borrow the maximum Direct PLUS Loan amount for which I am eligible, as determined by the school.
☒ I would like to specify a loan amount.

Loan Amount Requested: 00 *

(may not exceed the school's cost of attendance, minus other financial assistance that I or the student receive(s)).

- ☐ I don't know the amount I want to borrow. I will contact the school.

IF YOU ARE APPROVED

for the Parent PLUS Loan, you must also complete a Master Promissory Note on www.studentloans.gov before the loan can be borrowed. Please note: It takes 6-10 business days processing time before the loan funds will disburse to the student's Chapman account.

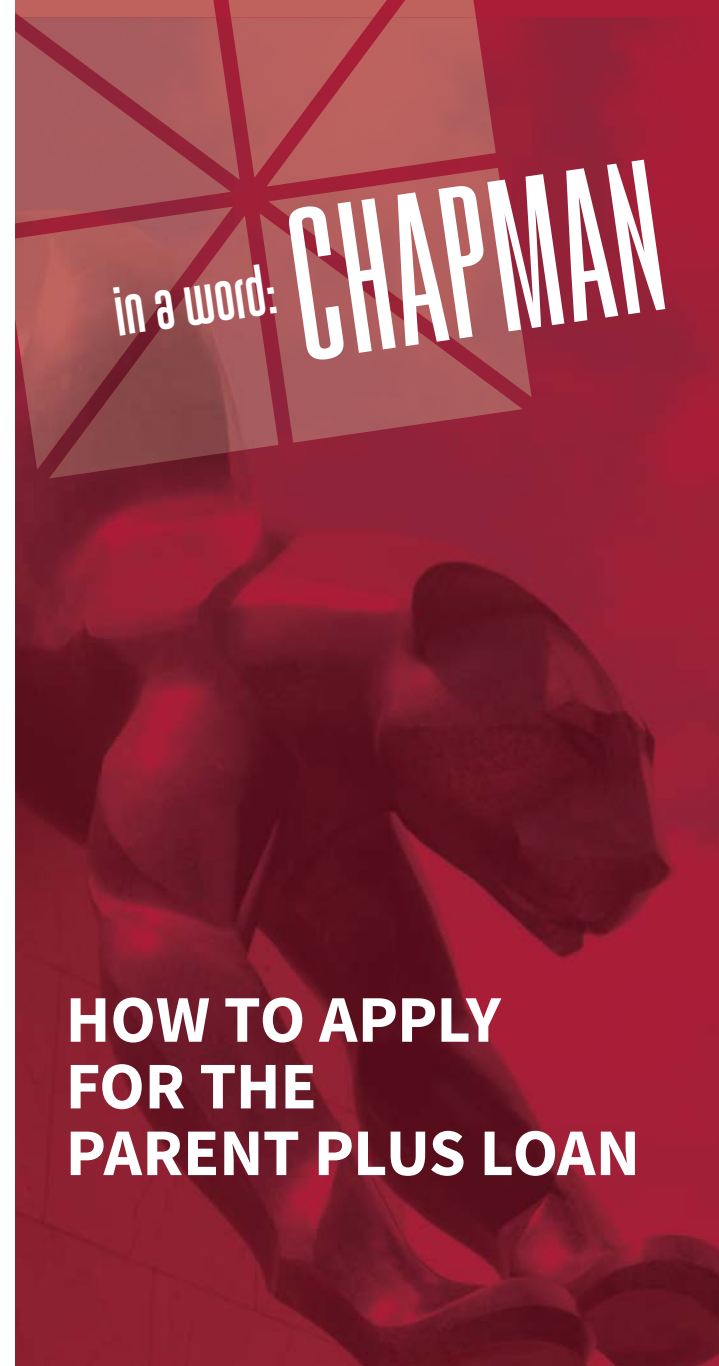
IF YOU ARE DENIED

for the Parent PLUS Loan, please contact our office using the information below so we can assist you with other potential options.



CHAPMAN UNIVERSITY

OFFICE OF UNDERGRADUATE FINANCIAL AID
BHATHAL STUDENT SERVICES CENTER
ONE UNIVERSITY DR., ORANGE, CA. 92866
PHONE: 714-997-6741 | FAX: 714-997-6743
EMAIL: FINAID@CHAPMAN.EDU



CHAPMAN
UNIVERSITY