

myUTSAID \_\_\_\_\_ Student's First Name: \_\_\_\_\_ Last: \_\_\_\_\_



## 2014-2015 Parent PLUS Request Form

In order to receive the Parent PLUS Loan, the parent must apply for the loan, pass a mandatory credit check, and sign an electronic Master Promissory Note (eMPN) at [www.studentloans.gov](http://www.studentloans.gov). For additional information regarding the Parent PLUS Loan application process, refer to our website <http://www.utsa.edu/financialaid/Loans/parentplus.html>.

**All information on this form is to be completed by the parent borrower.**

### STEP 1: Parent Borrower Information

Parent First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

NOTE: List your legal name as it appears on your Social Security card.

Parent Social Security Number: \_\_\_\_\_ Parent Date of Birth: \_\_\_\_\_

Disclosure of your Social Security number (SSN) is requested from you in order for the University of Texas at San Antonio to access your student's records. No statute or authority requires that you disclose your SSN for that purpose. Failure to provide your SSN, however, may result in a delay in processing your request. Further disclosure of your SSN is governed by the Public Information Act (Chapter 552 of the Texas Government Code) and other applicable law.

Parent Phone Number: \_\_\_\_\_ Parent Email Address: \_\_\_\_\_

### STEP 2: Parent Eligibility Information

Relationship to Student:  Mother  Father  Step-Mother  Step-Father

Are you one of the parents (or step-parents) listed on the FAFSA?

Yes  No - **Provide a copy of your social security card AND driver's license (required).**

Parent Citizenship Status:

US Citizen  Eligible Non-Citizen\* (Alien Registration # \_\_\_\_\_)

**\*Attach a legible copy of your Permanent Residency card for this request to be processed.**

### STEP 3: Loan Approval Information (sections A, B, C, D are required)

A. Requested Loan Amount: \$

NOTE: Do not leave field blank. Provide a whole dollar amount. Do not write "full award" or "max" as we cannot process that request.

B. Please check how you would like your loan to be processed (**check only one option**):

Fall 2014 only  Fall 2014/Spring 2015  Spring 2015 only  Summer 2015 only

C. Credit approval from Direct Loans is valid for a period of **only 180 days**. I acknowledge that if this form is received and reviewed more than 180 days after my credit approval date, I will be required to reapply for the Parent PLUS Loan (initiate a new credit check) at [www.studentloans.gov](http://www.studentloans.gov).

Yes, I acknowledge.

\*\*\*\*\*STEP 3 CONTINUES ON PAGE 2\*\*\*\*\*

#### Office Use Only

Date: \_\_\_\_\_ Received By: \_\_\_\_\_ Processed By: \_\_\_\_\_

RRAAREQ Code: PLSREQ, PLSRQ2, PLSRQ3

WebX Code: FA\_PARENT\_PLUS

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**STEP 3: Loan Approval Information Continued**

D. Per Federal Regulations applicable to the Direct Loan Program, the Parent PLUS loan disbursement will be applied to the student's billing account. Any refund generated will be delivered as you specify below (**check only one option**):

**Send refund to the student**

**Send refund to the parent** (Parent refund checks are a manual process and will be mailed to the address you provided on the application made on [www.studentloans.gov](http://www.studentloans.gov))

E. **Optional:** If you are approved for the Parent PLUS Loan, we will certify your requested amount, or the amount the student is eligible for, unless you indicate otherwise below:

If I am **approved** for the Parent PLUS Loan, I **do not** want the loan. I understand Parent refund checks are a manual process and will be mailed to the address you provided on the application made on [www.studentloans.gov](http://www.studentloans.gov)

**STEP 4: Loan Denial Information**

In the event that you are denied for the Parent PLUS Loan, select **one** of the following options:

I will **appeal the decision** and/or **obtain a credit-eligible endorser**. I understand it is the parent's responsibility to follow through with this process. UTSA will not resume processing until this step has been completed.

**Offer** my student the Direct Unsubsidized Stafford Loan to the extent to which they are eligible.

NOTE: The annual funding amount available is \$4,000 for freshman/sophomore and \$5,000 for junior/senior. Student will only be awarded for the amount they are eligible for and only up to the amount that will fit in the student's cost of attendance.

**STEP 5: Parent Certification and Signature**

- I understand that I cannot be in default on a Federal Education Loan or owe a refund on a Federal Student Grant.
- I understand that I am indicating my interest in a 2014-2015 Direct Parent PLUS Loan and this information is intended for the collection of certification and disbursement information only.
- I understand that I can apply for the Parent PLUS loan starting May 2014 for the 2014-2015 year. Parent PLUS Loan processing will not begin until July 2014.
- Regular processing time is 5-7 business days. During peak seasons, there may be a 3-4 week processing time for requests.
- I understand that **all correspondence from UTSA regarding the 2014-2015 Parent PLUS Loan** will be with the parent email that is provided on this form.

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

With a few exceptions, you are entitled on your request to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government code) and rules. Different types of information are kept for different periods of time.

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