



Office of Financial Aid & Scholarships
Cal Poly Pomona
3801 W. Temple Ave.
Pomona, CA 91768-4008
(909) 869-3700 Phone
(909) 869-4757 FAX

2012 – 2013 DIRECT PLUS LOAN APPLICATION PROCESS

Direct PLUS loans are for parents or stepparents who need to borrow to assist in their child's Undergraduate education. This loan is not based on income or assets and is not subsidized. This means the interest accrual begins immediately and is the responsibility of the borrower. Parents may borrow up to the total costs of their dependent's education, minus any financial aid their child may receive. A PLUS loan application is required in addition to a Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. You, the parent, may obtain additional PLUS Loan information by visiting the Direct Loan website at www.studentloans.gov and click on the "Parents" box.

Application Steps

1. Parent and student must complete the 2012-2013 Free Application for Federal Student Aid (FAFSA).
2. **Student will need to Accept or Decline Direct Lending Stafford Loans in order for our office to process Direct Lending Parent Plus loan.**
3. Complete the "2012-2013 Direct PLUS Loan Application and Payment Authorization Form" below and submit it to the Office of Financial Aid & Scholarships. Parent and student must provide ALL information requested on form. Incomplete forms will be returned to the parent.
4. The Office of Financial Aid Scholarships will process and award your PLUS loan based on remaining eligibility up to the cost of attendance. Your loan will be part of the student's financial aid award. Please note: the Financial Aid Office does not determine the approval of your PLUS loan. This process is determined by the Department of Education. For questions regarding this process you may contact them directly at 1 (800) 848-0979, or www.studentloans.gov.
5. Once the loan is awarded the next step is the "transmission" of your loan to "Direct Lending". Please allow 7 working days for the Federal Direct Lending to run the "Credit Check" process. **Once this step is done, Direct Lending will send you an email notification of the results.**
6. If your application results in a credit "Approved", the loan certification process will continue and the parent will need to complete the Master Promissory Note electronically at this website: www.studentloans.gov. You will receive an email from Direct Lending to complete this document. Please allow 5 working days for the Office of Financial Aid to receive this data electronically. Once the MPN is complete the loan funds will automatically disburse to the student's account. If there's a credit balance after all fees are paid for the quarter, the parents will receive a refund check from the Cashiers Office. The check will be mailed to the mailing address listed on the PLUS application. The student must maintain at least half-time units and meet Satisfactory Academic Progress.
7. If your application results in a credit "Denied", the parents are not able to complete the Master Promissory Note at this point. The parents will have an option to get a co-signer for the PLUS loan. Information on how to add the co-signer to their denied PLUS loan, please refer to www.studentloans.gov or contact Direct Lending at 1 (800) 848-0979. If co-signer is approved, please notify our office so we can verify acceptance of co-signer and disburse funds to student. If parent does not wish to pursue the PLUS loan, the student has an option to apply for an additional Unsubsidized Stafford loan. This request can be done by submitting the [Information Update form](#) available online on the Financial Aid website: www.dsa.csupomona.edu/financial_aid/forms.asp. **Please note: The financial aid award will still reflect the PLUS loan until the student submits the Information Update requesting we cancel the PLUS loan.**
8. The parent and student must submit a [Parent Loan for Undergraduate Student \(Plus\) Change form](#) to the office of Financial Aid & Scholarships to make any changes such as cancelling or reducing the amount to their loan.



RETURN TO:
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2012 – 2013

DIRECT PLUS LOAN APPLICATION AND PAYMENT AUTHORIZATION FORM

Parents of dependent students must complete and return this form to the Office of Financial Aid & Scholarships if the parent wishes to borrow the Direct Parent PLUS Loan offered on the student's financial aid award. The parent must also complete a PLUS Master Promissory Note (MPN) with the U.S. Department of Education if a PLUS Loan is approved.

Student Information

Student Name: _____ **Bronco Number:** _____

Student Signature: _____ **Date:** _____

By signing this application, I agree to provide information that will verify the accuracy of the completed form. Also, as the student, I certify that I am the person identified by the student signature.

Parent / Borrower Information (please provide complete information for one parent only and print legibly):

Parent Name: _____ **Social Security Number:** _____

Date of Birth: _____

Mailing Address:

Street: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: _____ **Email Address:** _____

Citizenship: U.S. Citizen U.S. Naturalized Citizen Eligible Non-Citizen **A#** _____

Relationship to Student: Mother (Stepmother) Father (Stepfather)

Loan Amount Requested: \$ _____* (Please do not leave blank)

** Please refer to your student's Financial Aid Award for maximum PLUS loan eligibility. Excess funds from my Direct PLUS loan will be mailed to the Parent/Borrower.*

Parent / Borrower Signature: _____ **Date:** _____

By signing this application, I agree to provide information that will verify the accuracy of the completed form. Also, as the parent, I certify that I am the person identified by the parent signature.

If persons completing this form purposely give false or misleading information or signatures, those persons may be fined, sent to prison, or both

PLEASE NOTE: If parent applying for the PLUS loan is not on the FAFSA, please attach a signed statement verifying that the parent is a "biological parent" of the student.