

## Information and Instructions for the Federal Direct Parent PLUS Loan

### 2008-2009 Deadline Dates

Enrollment Period	Last Date to Complete Promissory Note
Fall and Winter (Academic Year): September— May	April 27, 2009
Fall Only: September—December	December 10, 2008
Winter Only: January—May	April 27 , 2009

To ensure sufficient time for processing, submit the Parent PLUS Loan Application to the Office of Student Financial Aid (OSFA) prior to the beginning of the enrollment period. The Parent PLUS Loan Application can be printed from our web-site at [www.finaid.wayne.edu](http://www.finaid.wayne.edu). After the parent completes the PLUS loan application and submits the form to OSFA. OSFA will send the application to the Direct Loan Servicing Center for a credit check review. An “accepted” credit decision AND an “accepted” Master Promissory Note (MPN) must be posted with the Direct Loan Servicing Center **BEFORE** the Deadline Dates listed above.

### If the Parent PLUS Loan is Approved

The Direct Loan Servicing Center will send the results of the credit check review to OSFA within 5-7 business days.

#### For a new Parent PLUS Loan borrower

- The parent must sign a Master Promissory Note (MPN). The MPN can be completed while the credit check review is still pending approval.

#### For a continuing Parent PLUS Loan borrower\*

- Since the Direct Loan process is new for 2008-2009 at WSU most parents will need to sign the MPN. If the parent has concerns that they have already completed this process, the Direct Loan Servicing Center can confirm that a Parent PLUS MPN is on file with the Department of Education and the parent **WILL NOT BE** required to complete a new MPN.

The Parent PLUS Master Promissory Note allows the parent borrower to receive multiple PLUS Loans (for the same dependent student) over a maximum ten-year period

\*The parent can confirm that he/she successfully complete the Parent PLUS MPN by logging onto the MPN web site at <http://dlenote.ed.gov>. Select the “Retrieve MPN” option on this page and follow the prompts. If a Parent PLUS MPN was successfully completed, the site will display the Electronic MPN signed date.

### Parent’s Signature on the Parent PLUS MPN

#### **Signing the Parent PLUS MPN online (Quick and easy!)**

- The parent must have a Federal Personal Identification Number (PIN). If a parent does not have a Federal PIN, he/ she may apply for one by going to the Department of Education Federal Student Aid PIN Web site at <http://www.pin.ed.gov>. The federal PIN acts as an electronic signature.
- Once the PIN is acquired, parent must complete and sign the Parent PLUS MPN online at <http://dlenote.ed.gov>. The MPN can be completed while the credit check is still pending approval.
- WSU OSFA will receive electronic confirmation of the completed Parent PLUS MPN from the Direct Loan Servicing Center (**within 5-7 business days**)
- Signing a paper Parent PLUS MPN (This will DELAY the process of the Parent PLUS Loan)**
- If a parent does not wish to complete the online MPN, a pre-printed Parent PLUS MPN will be mailed to parent from the Direct Loan Servicing Center (DLSC) **within 2 weeks**.
- Once the parent returns the pre-printed Parent PLUS MPN to the DLSC, OSFA will receive an electronic confirmation within **3 weeks**

*If parent fails to complete the Parent PLUS MPN within 45 days of the credit approval, this loan may be canceled.*

## Disbursement of the Parent PLUS Loan

- ☑ Once OSFA receives electronic confirmation of the completed Parent PLUS MPN, disbursement of the loan may begin (contingent OSFA is within the timeframe to disburse funds).
- ☑ Parent PLUS Loans are disbursed once during the fall and once during the winter (half the loan amount for each term).
- ☑ Parent PLUS Loan funds are disbursed to the parent borrower only after all university charges have been paid for the term (including fees and residential hall charges, if applicable). The preparation to disburse a Parent PLUS Loan cannot occur until all outstanding financial aid requirements affecting the release of funds are resolved/received in OSFA and the student is enrolled at least half-time.
- ☑ Student Accounts Receivable at WSU will verify the student 's enrollment and continued eligibility and will mail a check to the parent borrower's address, unless the parent indicated on the Application the refund should be released to the student.
- ☑ **Important: If a parent does not elect to have the funds issued directly to their student, a paper refund check will be issued and sent to the parent within 14 business days.**

## If the Parent PLUS Loan is Denied

- ☑ Processing of the Parent PLUS Loan stops.
- ☑ The Direct Loan Servicing Center will notify the parent and explain why the review of his/her credit history was denied. The Direct Loan Servicing Center will also provide the name and address of the credit bureau that supplied the credit data.
- ☑ The parent may contact the Direct Loan Servicing Center to either appeal the decision, or investigate the option of securing an endorser for the loan.
- ☑ If a parent does not respond within 45 days of a denied credit decision, OSFA will cancel the loan.
- ☑ WSU OSFA will note the denial on the students account and attempt to offer the student additional unsubsidized Stafford Loan funds as part of their financial aid award.
- ☑ **If a parent has any questions about credit approval or denial, he/she must contact the Direct Loan Servicing Center at 800-557-7394.**

## If the Parent Reapplies with an Endorser

- ☑ The Direct Loan Servicing Center will notify OSFA of the results of the endorser's credit history.
- ☑ Upon the receipt of the approved credit decision, parent will need to sign a Master Promissory Note.
- ☑ Refer to the "Parent's Signature on the Parent PLUS MPN" regarding the completion of the Parent PLUS MPN.
- ☑ **IMPORTANT: If a parent obtains an endorser, he/she must sign a new MPN for each loan.**

## Parent PLUS Loan Cancellation

At any time before the Parent PLUS Loan is disbursed, the parent may decline all or part of the Parent PLUS Loan by notifying WSU's Office of Student of Financial Aid. The Parent PLUS Loan and the loan fee will be reduced or eliminated in proportion to the loan amount canceled.

**Calculate your payments before you borrow**

Go to <http://www.ed.gov/DirectLoan/RepayCalc/dlentry1.html>.