NOTE: Please carefully review the following as you, the Parent of a Dependent Student, prepare to complete these steps to obtain a Federal Parent PLUS Loan:

1. Each of the following three steps MUST be completed by the SAME parent!
   - Each process is driven by the parent’s Social Security Number; therefore, it is important to have the same parent complete each step.

2. The parent completing these steps needs their Parent PIN # to sign-in at studentloans.gov
   Completing the FAFSA requires one of the parents to have a PIN #
   a. If you helped your student complete the FAFSA but you do not remember your PIN #, go to www.pin.ed.gov and select “Request a Duplicate PIN”
   b. If you wish to complete these steps for the PLUS Loan and you are not the parent who assisted with the FAFSA; you need to apply for a PIN # at www.pin.ed.gov by clicking on the “Apply Now” button (it may take approx. 3-5 days to receive your PIN #).

On the following pages, further instructions are offered for these steps:

Sign-in Process at www.studentloans.gov (used for both steps 1 and 2)
Step 1: Request a PLUS Loan
Step 2: Complete the Parent Master Promissory Note
Step 3: Complete Parent PLUS Authorization Form (Cedarville process)
Sign In Process at [www.studentloans.gov](http://www.studentloans.gov) (used for both Steps 1 and 2)

A. Sign-in – click on the big green ‘Sign In’ button

B. Complete the login information, including the Parent PIN #

C. After the parent completes the login process, you will see the following page:
Step 1: Request a Direct PLUS Loan

When you select “Request a Direct PLUS Loan” you will see the following:

William D. Ford Federal Direct Loan Program
Federal Direct PLUS Loan Request for Supplemental Information

Warning: Any person who knowingly makes a false statement or misrepresentation on the form will be subject to penalties which may include fines, imprisonment, or both, under the U.S. Criminal Code and 20 U.S.C. 1097.

Before beginning this process, verify with the school’s financial aid office that this is the process it wants you to use; some schools have their own process for requesting Direct PLUS Loans. You may also verify that your school participates in this process after you select a loan type below.

Your school will tell you what loans, if any, you are eligible to receive. If you have questions regarding your loan eligibility, the next steps in the processing of your loan, when the loan will be disbursed (paid out), or no longer wish to receive the loan, contact your school’s financial aid office.

This is a request for supplemental information in connection with your application for a Federal Direct PLUS Loan (Direct PLUS Loan) through the William D. Ford Federal Direct Loan (Direct Loan) Program. The information that you provide will be sent to the school that you identify in the School and Loan Information section of the request, and will be used by the school to process your application for a Direct PLUS Loan. You should complete this Direct PLUS Loan Request for Supplemental Information (Direct PLUS Loan Request) only if you are instructed to do so by the school. Some schools may have a different process for obtaining the additional information needed to process your Direct PLUS Loan application.

This Direct PLUS Loan Request is used for the purpose of collecting information that will be used by the school you identify to process your application for a Direct PLUS Loan and provides you the option of completing other actions as described below. Before you can receive a Direct PLUS Loan, you must complete a Direct PLUS Loan Application and Master Promissory Note (Direct PLUS Loan MPN). The Direct PLUS Loan MPN explains all of the terms and conditions of Direct PLUS Loans and constitutes your legally binding agreement to repay all Direct PLUS Loans that you receive under the Direct PLUS Loan MPN. If you have not previously completed a Direct PLUS Loan MPN, you may do so on this site after you complete the Direct PLUS Loan Request.

The Direct PLUS Loan Request gives you the option of authorizing the school to use your loan funds to satisfy other educationally related charges after tuition and fees, and room and board have been paid. You are not required to provide this authorization.

If you are a parent borrower, the Direct PLUS Loan Request also allows you to:

- Designate whether the school pays any credit balance to the student or to you.
- Request a deferment while the student is in school
- Request an additional deferment for 6 months after the student ceases to be enrolled at least half time.

View What You Need

Select the loan type

Graduate PLUS
(Direct PLUS Loans available to eligible graduate/professional students. Students must be signed in with their own Federal Student Aid PIN.)

Parent PLUS
(Direct PLUS Loans available to eligible dependent undergraduate students. Parents must be signed in with their own Federal Student Aid PIN.)

You want to select the ‘Parent PLUS’ link.

Complete and Submit your Request for a Parent PLUS Loan
Step 2: Complete Master Promissory Note (parent version)

When you select “Complete Master Promissory Note” you will see the following:

The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s). Unless your school does not allow more than one loan to be made under the same MPN, you can borrow additional Direct Loans on a single MPN for up to 10 years.

The school will tell you what loans, if any, you are eligible to receive.

Parent borrowers must complete an MPN for each student using their own Federal Student Aid PIN.

The entire MPN Process must be completed in a single session. Each MPN takes approximately 30 minutes to complete.

View What You Need

Select the type of Direct Loan you would like to receive

- **Subsidized/Unsubsidized**
  (Direct Subsidized or Direct Unsubsidized Loans available to eligible undergraduate or graduate/professional students. Students must be signed in with their own Federal Student Aid PIN.)

- **Graduate PLUS**
  (Direct PLUS Loans available to eligible graduate/professional students. Students must be signed in with their own Federal Student Aid PIN.)

  Graduate students should apply for Unsubsidized loans up to their full eligibility using the Subsidized/Unsubsidized Master Promissory Note.

- **Parent PLUS**
  (Direct PLUS Loans available to eligible parents of eligible dependent undergraduate students. Parents must be signed in with their own Federal Student Aid PIN.)

You want to select the ‘Parent PLUS’ link.

Complete and Submit your Parent PLUS Master Promissory Note
Step 3: Complete Parent Authorization Form (Cedarville process)

NOTE: The same parent who has done steps 1 and 2 now needs to complete this step at Cedarville’s website!
https://www.cedarville.edu/cf/finaid/plusform/index.cfm

This Parent PLUS Loan Request Form will look like this (*this is the beginning; not complete form*)

Complete and Submit your Parent PLUS Authorization Form