

Parent Loan for Undergraduate Students (PLUS)Application Tip Sheet

Eligibility

- Student eligibility for the PLUS loan can change from semester to semester. **Your student's eligibility for the PLUS loan has not yet been determined.**
- If you apply and the student is determined ineligible, they will be notified.
- Eligibility requirements are outlined on page 1 of the "[Direct PLUS Loan Basics](#)" brochure.
- Required half-time enrollment is six hours per semester.
- The student must meet the [University's Satisfactory Academic Progress Standard](#) as defined in the Undergraduate Catalog.
- All PLUS applications are based on credit standards determined by the Department of Education.

Application Process

- Return the completed application **and a legible copy of your driver's license (including signature)**, to Student Financial Aid.
- We cannot accept **any** information submitted by fax.
- **Unless you indicate a different address on your application, all paper correspondence regarding this loan, both from our office and the Department of Education's Direct Loan Servicing Center, will be mailed to the student's permanent address of record at The University of Alabama.**
- Electronic correspondence will be sent to your e-mail address, if provided.
- Processing of the PLUS application will begin once eligibility for federal financial aid has been determined AND we have received your completed PLUS loan application packet. **Incomplete applications will be returned to you at the student's permanent address.**

Your Credit Record

- The Department of Education performs a credit check and notifies our office with a loan approval or denial. The University of Alabama does not see any information contained in your credit report.
- Any previous credit decision (approval or denial) has no bearing on the credit decision you may receive this year.
- If you request a loan for more than one loan period, your credit record may be accessed more than one time.

Approved Loans

- If the PLUS loan is approved, the student will receive an award letter indicating the amount awarded each term. If you have not already completed the Federal Direct PLUS Master Promissory Note (MPN), you may do so at <http://dlenote.ed.gov>. Your authorization to credit and release excess funds to the student's account is also required. A detailed explanation is provided in the application.
- If the student received PLUS proceeds during the 2003-2004 academic year or later, you should have already completed the required PLUS MPN. Should you wish to change your authorization to credit the student's account, contact our office.

Denied Loans

- If the PLUS loan is denied based on an adverse credit decision, you will receive a detailed explanation of the decision from the Department of Education. Options for appealing the decision, applying with a co-borrower/endorser or obtaining additional funding are outlined in the application.

Identity Theft & Fraud

- For your protection as a borrower and to insure your privacy and confidentiality, **ONLY** the parent borrower should complete the signature portions of this application. One step we take to discourage identity theft is to require a copy of your driver's license with this application.
- If it appears that the signatures presented on this application do not match your driver's license signature, you may be asked to provide a notarized signature.
- If you have granted power of attorney for someone to act as your legal delegate, a copy of their granted power of attorney should be attached to this application and their signature must be notarized.

Student Last Name

First Name

M.I

Date of Birth

Campus Wide Identification Number

Parent Borrower Information – To be completed by the Parent borrower:

1. Parent Borrower Name: _____
2. SSN: _____ 3. Date of Birth: _____
4. Street Address: _____
5. City _____ 6. State: _____
7. ZIP _____ 8. Phone: _____
9. U. S. Citizenship Status (Check One): Citizen Non-Citizen Alien (Alien Registration Number _____)
Include copy of Permanent Resident Card
10. Parent Borrower relationship to student: (must check one) Biological/Adoptive Parent Step Parent
11. Parent Borrower e-mail address (Preferred Method of Contact): _____

Loan Request Information – To be completed by the Parent borrower:

Check loan period(s) for which you would like to apply. You may request specific loan amount(s) for each loan period or you may request the maximum eligibility for each loan period.

12. **Fall 2007** Loan Amount Requested Maximum Eligibility OR \$ _____
13. **Spring 2008** Loan Amount Requested Maximum Eligibility OR \$ _____
14. **Summer 2008** Loan Amount Requested Maximum Eligibility OR \$ _____

NOTE: Loan amount is subject to cost of attendance limitations

PLUS Denial Due to Adverse Credit Decision – To be completed by the Parent borrower:

15. If my request for the Federal Direct PLUS Loan is denied by the Department of Education due to an adverse credit decision,

(CHECK ONE)

- I will appeal the credit decision directly with the Department of Education.
- I will apply for the PLUS loan using a credit-worthy endorser/co-borrower. I will notify The University of Alabama Office of Student Financial Aid of my plans.
- I do not plan to either appeal or apply with an endorser, process additional Federal Direct Unsubsidized loan.
- I do not plan to either appeal or apply with an endorser, DO NOT process the additional Federal Direct Unsubsidized loan.

Parent Borrower Signature

Date

PLUS Denial Due to Adverse Credit Decision – To be completed by the Student:

16. If my parent's request for the Federal Direct PLUS Loan is denied by the Department of Education AND **they will not appeal the denial or apply with an endorser**, I wish to request consideration for an additional Federal Direct Unsubsidized Loan. I realize this loan will be in my name and I will be responsible for repayment. I understand **I must have completed the appropriate Free Application for Federal Student Aid (FAFSA)** in order to be considered for this loan.

Check loan period(s) for which you would like to apply. You may request specific loan amount(s) for each loan period or you may request the maximum eligibility for each loan period. **Loan amounts awarded are subject to eligibility.**

- Fall 2007 Maximum Eligibility OR \$ _____
- Spring 2008 Maximum Eligibility OR \$ _____
- Summer 2008 Maximum Eligibility OR \$ _____

Student Signature

Date

Student Information – To be completed by the student:

- Have you completed or will complete the 2007-2008 Free Application for Federal Student Aid (FAFSA)? YES NO
17. Were you born before January 1, 1984? YES NO
18. At the beginning of the 2007-2008 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, or graduate certificate, etc.)? YES NO
19. As of today, are you married? (Answer "Yes" if you are separated but not divorced.) YES NO
20. Do you have children who receive more than half of their support from you? YES NO
21. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you now and through June 30, 2008? YES NO
22. Are both of your parents deceased, or are you or were you (until age 18) a ward/dependent of the court? YES NO
23. Are you a veteran of the U.S. Armed Forces? YES NO

NOTE: If you answered "YES" to any of question (17-23) above, you are not considered a dependent student by the federal government for purposes of Title IV eligibility and are not eligible to receive proceeds of the PLUS loan. Contact our office for other funding options.

24. Student Citizenship Status: Citizen Non-Citizen Alien (Alien Registration Number _____)
Include copy of Permanent Resident Card
25. Student's Statement of Registration Status
- I certify that I am registered with Selective Service I certify that I am **NOT** registered with Selective Service because:
- I am female
 - I am not yet 18 years old
 - Other _____

Student's Certification/Statement of Educational Purpose

I certify that I do not owe a refund on any grant or loan, am not in default on any loan or have made satisfactory arrangements to repay any defaulted loan, and have not borrowed in excess of the loan limits under Title IV programs at any institution. I will notify The University of Alabama if I default on a federal student loan. I will use all Title IV money received only for expenses related to my study at The University of Alabama.

Student Signature

Date

Parent Signature & Authorizations – To be completed by the Parent borrower:

Identity Theft & Fraud

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If you have granted power of attorney for someone to act as your legal delegate, a copy of their granted power of attorney must be attached to this application and their signature must be notarized.

Credit Record Authorization

By my signature below, I authorize the Secretary of the U.S. Department of Education to investigate my credit record and report information concerning my credit to the proper persons and organizations. In the case of a negative credit decision, I will receive written notification in the mail of the name of the Credit Bureau reporting and the reasons for the denial.

I understand that the information in my file may be disclosed to third parties as authorized under routine uses in the Privacy Act notices called "Title IV Program Files" (originally published on April 12, 1994, Federal Register, Vol. 59, p. 17351) and "National Student Loan Data System" (originally published on December 20, 1994, Federal Register, Vol. 59, p. 65532). Thus, this information may be disclosed to parties that The U.S. Department of Education authorizes to assist them in administering the Federal student aid programs, including contractors that are required to maintain safeguards under the Privacy Act. Disclosures may also be made for verification of information, determination of eligibility, enforcement of conditions of the loan or grant, debt collection, and the prevention of fraud, waste, and abuse and these disclosures may be made through computer matching programs with other Federal agencies.

By my signature below, I am applying for a Federal Direct Parent Loan for Undergraduate Students (PLUS). I understand that the PLUS is in my name, and I will be responsible for repayment. I understand that if I applied for multiple loan periods, my credit record may be investigated more than one time.

Parent Borrower Signature

Date

Authorization to Credit Student Account & Release of Excess Funds

You may change this authorization at any time by contacting our office. Unless cancelled, your authorization remains in effect for future disbursements as long as the student is enrolled.

The U.S. Department of Education has determined the proceeds from your PLUS must be applied directly to the student's university account to help meet his/her educational expenses.

If the amount of the PLUS loan exceeds the student's bill, he/she will receive the excess in the form of a refund check, provided you sign and return this form.

If the amount of the PLUS loan will not exceed the bill, there will be no refund to the student.

If you choose not to authorize the release of excess funds to the student, your PLUS funds cannot be disbursed automatically. You will need to arrange to have all current and prior charges paid in full on the student's account in advance of the PLUS disbursement. Manual disbursement will delay the receipt of your funds and this process may take several weeks. For this reason, we recommend that you authorize the release of excess funds to the student in order to avoid any delays in the payment of the bill. If you do not choose to authorize the release of excess funds, please contact our office for further guidance.

By my signature below, I authorize The University of Alabama to disburse Federal Direct PLUS funds to the student's university account. I authorize these funds to be credited for tuition, room, board, and other charges. I authorize the release of excess funds, if any, to the student. Unless cancelled, this authorization remains in effect for future disbursements as long as the student is enrolled at The University of Alabama.

Parent Borrower Signature

Date

ATTENTION PARENT:

A legible copy of your driver's license (including signature) is required even if it has been provided previously for a PLUS loan. We cannot accept information submitted by fax.

Mail completed application to:
Student Financial Aid
106 Student Services Center
Box 870162
Tuscaloosa, AL 35487-0162
Telephone: (205) 348-6756
Website: <http://financialaid.ua.edu>