PLUS LOAN REQUEST DIRECTIONS
FOR PARENTS OR GRADUATE STUDENTS

- Colorado School of Mines will receive your request electronically once approved by the Department of Education.

- There will be only one parent-borrower per PLUS loan. That parent should be the one signing into studentloans.gov and completing the loan request.

- PLUS loan requests are academic-year based and must be completed each year loans are borrowed.

- Go to studentloans.gov.

- Using your FSAID and password (parent or graduate student) from the FAFSA, ‘Log In’ to your account.
You will need the following information to complete the **PLUS Loan Request** form:

**Parent**

To complete a Direct PLUS Loan Request, you will need:

**Your FSA ID**
- If you are a new user or have forgotten your FSA ID, click [here](#).
- Parents must log in using their own FSA ID to complete a Direct PLUS Loan Request.

Use of another person’s FSA ID constitutes fraud. Use only your own FSA ID information.

**School Name**

**Student Information**
- Student first name, middle initial and last name
- Student social security number
- Student date of birth
- Student address
- Student telephone number

**Personal Information**
- Permanent Address
- Mailing Address (if different from permanent address)
- Telephone Number
- Email Address
- Alien Registration Number (if you are an eligible non-citizen)

**Employer Information**
- Employer Name
- Employer Address

*If you have previously completed either a Direct Loan MPN or a Direct PLUS Loan Request, some of this information may be populated for you. You should review all populated information carefully for accuracy.*

From the **Welcome to StudentLoans.gov** screen or from the menu bar on the left-hand side, select ‘Request a PLUS Loan’.
• Select the Parent PLUS option or Graduate PLUS if you are a graduate student:

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 this 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.

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. Some schools may have a different process for obtaining the additional information needed to process your Direct PLUS Loan application.

The information that you provide will be sent to the school that you select. The school you select will use the information collected to determine your eligibility for a Direct PLUS Loan and process your application.

Before you can receive a Direct PLUS Loan, you must complete a Direct PLUS Loan Master Promissory Note (Direct PLUS Loan MPN), which 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. You will have an opportunity to complete the Direct PLUS Loan MPN after you complete the Direct PLUS Loan Request.

The Direct PLUS Loan Request allows you to authorize 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.
Select an Award Year

Enter Student Information

Check if you would like to defer repayment until the student is no longer eligible for federal aid.

Check whether you would like a credit balance from the PLUS loan to be sent to you or be disbursed to the student.
Under the **School and Loan Information** form select Colorado School of Mines from the school menu bar.

Specify the amount of loan you are requesting. Please list the exact amount you would like to borrow for the **entire year** rather than the option to borrow the maximum as determined by the school.
• Colorado School of Mines will receive the loan request, and certify the loan with the Department of Education.
• You will only need to complete the Master Promissory Note once per student and institution.
• Future loans will be made under the same promissory note for the original borrower.
• Skip this step if you borrowed a PLUS loan for this student for Mines in a prior year.
• The borrower can complete the Master Promissory Note by selecting ‘Complete Master Promissory Note’ from the options listed after you sign into ‘My Account’.
• The parent or graduate student borrowing the loan should be the one signing into studentloan.gov and completing the master promissory note.

![Welcome to StudentLoans.gov](image)

• Select the Parent or Graduate PLUS Loan option.
• Enter Borrower (parent) and student (CSM student) information:

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<th>Borrower Information</th>
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<tr>
<td>Student Information</td>
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• Enter information for the two references you will need to complete the promissory note.
- Read the conditions of the loan and select the acknowledgement confirmation box.
- Once completed, Mines will receive an electronic transmission of funds, which will disburse to the student’s account three days prior to the start of classes.
PLUS LOAN DENIALS AND ENDORSERS

- If your PLUS loan request is denied you have the option of appealing the decision. Access the appeal form from the main menu bar options. The Department of Education may require an endorser on the loan. (See below)

- Only if the Department of Education requires an endorser (co-signer) for your PLUS loan will an endorser complete the following portion of the loan. The form is accessible from the menu bar on the main home page.