Plus Loan Request (Application), Plus (MPN) and Entrance Counseling Directions <u>for parent</u>:

1. **Please** complete this online at www.studentloans.gov **after June 1st** to prevent the application from expiring prior to processing.
2. Parent signs in using their FSA ID they used when signing their student's FAFSA. This will recognize you as the parent and recognize the child as the student. If you do not remember your FSA ID, go to https://fsaid.ed.gov/npas/index.htm for assistance in retrieving that information.

   Plus Loan Request (Application) – this is an application for a parent Plus Loan. It is dependent upon credit approval.

3. Click on Request a Direct Plus Loan.
4. Click on Parent Plus.
5. Enter information regarding the student.
6. For the loan amount requested, you will be given the following 4 options:
   I want to borrow the maximum Direct PLUS Loan amount for which I am eligible, as determined by the school.
   I would like to specify a loan amount: $ _____ (may not exceed the school's cost of attendance, minus other financial assistance that I or the student receive(s)).
   I would like to specify a new total loan amount
   Total Loan Amount Requested: $ _____ (may not exceed the school's cost of attendance, minus other financial assistance that I or the student receive).
   I do not know the amount I want to borrow. I will contact the school. **Please be aware selecting this option will slow down the application and you will be asked to update your application with an amount listed.**
7. Enter information regarding you as the parent borrower.
8. Review and verify your information.
9. Read your results and select the best option then submit your application.

   Plus Master Promissory Note (MPN) - legal document in which the parent promises to repay loan(s) and any accrued interest/fees.

10. Click on Complete MPN (Master Promissory Note) and select option for Parent Plus.
11. Enter your parent borrower information along with the student information, and then select KY and Brescia University.
12. Enter your reference information.
13. You will find several boxes with plus signs (+) you MUST click on each of these. As you click on each one move down the page.
14. Complete Section G, to acknowledge your loan.
15. Verify the information on the screen, complete the name section at the bottom of the screen and sign. You have now completed your Plus Master Promissory Note (MPN), and this information will automatically be submitted to Brescia.

   Entrance Counseling – reading information, answering questions to acknowledge the parent plus loan debt your about to incur.

16. Click on Entrance Counseling to begin reading through information.
17. If you have already completed your application, you will find your credit check information at the top of the page.
18. Then you will find a discussion on loans and payment plans. This completes your Entrance Counseling, this will automatically be submitted to Brescia.
19. You should now logout.

* Your parent Plus Loan will not be processed until the paper Plus Loan Request Form is submitted with your signature. If you need another form they are available at www.brescia.edu/2018-2019-financial-aid-documents.