Parent PLUS Loan Application Instructions

These instructions will assist in guiding you through the Parent PLUS Loan application process and show snapshots of various screens that you may encounter while completing your application. *It is not meant to be all inclusive.*

**Go to** [studentloans.gov](http://studentloans.gov) **and sign in using your Parent FSA ID and Password*.**

*If you do NOT have a FSA ID and Password, sign up for one prior to logging in. Click on “Create an FSA ID” under the Login button. Follow instructions to complete.*

**Read and Accept the Disclaimer**
Select ‘Apply for a PLUS Loan’

Select ‘Complete PLUS Request for Parents’
This will bring you to a Loan Application Process screen. There are 4 tabs, as you complete each tab it will take you to the next one.

You will be asked about deferring your payments and how to handle credit balances – you must check a box.

NOTE: Northwest Iowa Community College’s policy is to issue a check to the Parent and not to the student.
You must select State and College Name (Iowa – Northwest Iowa Community College)

School and Loan Information

Select School to Notify
- U.S. Schools/U.S. Territory Schools
- Non U.S. Schools

Choose a state:
- IOWA

Search school by name:

Select or type
- NORTHEAST IOWA COMMUNITY COLLEGE
- NORTHERN STATE UNIVERSITY - Aberdeen, SD
- NORTHWEST IOWA COMMUNITY COLLEGE
- NORTHWESTERN COLLEGE

You must select to specify the loan amount and put in amount requested.

Loan Amount Requested

For each academic year, you may borrow up to but not more than the school’s cost of attendance, minus the amount of other financial assistance that you receive (if you are a graduate or professional student) or that the student receives (if you are a parent borrower). The school determines the cost of attendance based on federal guidelines. It is important not to borrow more than you can afford to repay, even if you are eligible to borrow more.

- 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:
  
  Loan Amount Requested: [ ]
  
  (may not exceed the school’s cost of attendance, minus other financial assistance that I or the student receive(s)).
- I don’t know the amount I want to borrow. I will contact the school.
You must select the Loan Period for which you are requesting the loan, then click ‘Continue’.

Next you will be taken to Step 2- Borrower Information (you, the parent, is considered the ‘Borrower’). Complete each section as instructed.

You must check the box verifying information provided is true, correct, and in good faith.

You must check the box allowing a Credit Check to be completed. You WILL NOT be able to proceed with the application process without authorizing a Credit Check.

For the loan that I am requesting by completing this Direct PLUS Loan Request for Supplemental Information, I authorize the U.S. Department of Education to check my credit history for the purpose of determining my eligibility for the loan(s), and to report information about my loan eligibility to persons and organizations permitted by law to receive that information.

You will receive a message stating if your credit has been approved. Based on the outcome, you will be given further information and instructions.

YOU ARE NOT DONE!

You MUST complete a PLUS Master Promissory Note for Parents.
Complete the 4 steps of the MPN as instructed. You will be electronically signing the MPN.

Lastly, you MUST complete the Parent PLUS Loan Authorization Form. (NCC’s form to indicate the amount of the Parent Plus Loan you want to borrow for the academic year.) This form can be found on NCC’s website. To locate: Click on Admissions<Tuition & Financial Aid<Student Loans<PLUS Loan Authorization Form (LAF).

NCC will receive notification when you have completed the steps for the Parent PLUS Loan Application.