

TO APPLY FOR THE PARENT PLUS LOAN:

1. Visit studentloans.gov
 2. **PARENT** should sign in with **THEIR** information
(Parent needs their 4-digit FAFSA pin # that was used to sign student's FAFSA application).
 3. Once you have signed in, click **Request PLUS Loan**.
 4. Click **Parent Plus**
 5. Proceed with the application. (There are four steps)
- **If parent is approved, parent needs to endorse a Master Promissory Note.**
 - **If parent is denied, student can receive additional unsub loans in their name.**
 - **The Parent PLUS Loan application will upload in our system within 3-5 business days.**

AS A REMINDER FOR STUDENTS:

In order for your loans to disburse, you must complete entrance counseling and sign a Master Promissory Note.

To do this:

1. Sign in at studentloans.gov.
2. Enter **STUDENT** information and click on **entrance counseling**.
3. Once completed, proceed with the **Master Promissory Note**.

**ENTRANCE COUNSELING & MASTER PROMISSORY NOTE WILL
UPLOAD IN OUR SYSTEM WITHIN 2-3 BUSINESS DAYS.**

Exit Counseling Procedures:

1. Visit studentloans.gov
2. Click **Exit Counseling** under **Tools And Resources**
3. Click **Exit Counseling** again
4. Click **Start**
5. Sign in- (You will need your 4-digit FAFSA pin that was used to sign the FAFSA)
6. Proceed with Exit Counseling