

To Request a Direct PLUS Loan (Parent PLUS Loan) for 2017-2018

1. Log on to www.studentloans.gov and click the green “Log In” button. Read about FSA ID & click “Continue to Log In.”
 - a. If the parent and/or borrower has already created their FSA ID, then they can enter their FSA ID username and password and click “Log In.” (If you forgot your login info, click “Forgot Username or Password?” link).
 - b. If the parent and/or borrower has not created their FSA ID, they can click on the “Create an FSA ID” link and follow the instructions. The FSA ID is required to login. Call 1-800-557-7394 if you need help with the FSA ID.
2. Click “Request a Direct PLUS Loan”
3. Click “Parent PLUS”
 - a. We do not participate in Graduate PLUS Loans
4. Select the correct aid year
 - a. 2017-2018 for Fall 2017 and Spring 2018, or Summer 2018
5. Enter the student information as requested
6. Answer “yes” or “no” as to whether or not you wish to have the payments deferred while the student is enrolled half time
 - a. If this is not requested, payments will be due within 60 days of the last disbursement of the loan
 - b. This can be requested later as long as the student remains enrolled on at least a half-time basis (6 credit hours or more)
 - i. If you select “yes,” you can also elect to request a “6-Month Post-Enrollment Deferment” to postpone payments for the first six months your student is not enrolled at least half-time
 1. You are not required to request this.
7. Click the box under the “Authorization for School to Use Loan Funds to Satisfy Other Charges” if the student has other charges, such as housing, book charges, or tuition-related fees that you wish to pay for using the Parent PLUS Loan
8. Choose the Credit Balance Option
 - a. If there are funds remaining after the PLUS Loan applies to the student’s Bursar bill, you must choose to whom those funds should be paid – you or the student
9. Select the school information by choosing the State and then the School Name → Indiana & Indiana University Southeast
10. Select the amount you wish to borrow – 1. Either the maximum amount for which you’re eligible, as determined by us, or 2. A specified amount. If unsure, contact Financial Aid at 812-941-2246 or financialaid@ius.edu before applying!
 - a. Loan Rates and Loan Fees (there is a fee deducted from each loan disbursement before the funds are applied to the student’s Bursar account):
 - i. For the most up-to-date PLUS Loan rates and fees, please visit: <https://studentaid.ed.gov/sa/types/loans/plus>
 - b. If you would like to estimate the amount to borrow and to calculate the estimated bill, you can use the Bursar Tuition & Fee Estimator at: <https://www.ius.edu/bursar/tuition-fees/index.php>
 - c. Please note this estimate is for one semester. Please also remember to note the amount of student financial aid received as this will also be applied to the bill.
11. Select the loan period
 - a. 08/2017 – 05/2018 (amount divided evenly between Fall 2017 and Spring 2018)
 - b. 08/2017 – 12/2017 (amount awarded just for Fall 2017)
 - c. 01/2018 – 05/2018 (amount awarded just for Spring 2018)
 - d. 05/2018 – 08/2018 (amount awarded just for Summer 2018 – not processed until March 2018)
12. Enter borrower information
13. Review the request to ensure all information is correct
 - a. COMMON ERRORS:
 - i. Parent uses his/her social security number in place of the student’s
 - ii. Parent uses his/her date of birth in place of the student’s
 - iii. Misplaced/transposed numbers
 - iv. Misplaced name information