

EMORY & HENRY COLLEGE



Directions for the Federal Direct Parent PLUS Loan

Instructions for parents of first year students, transfer students, and first time borrowers Complete the following steps to satisfy all requirements for Federal Direct Parent PLUS Loan

1. Review your Financial Aid Award Notification Letter and cost sheet to determine the estimated loan amount. (There is a 4.3% processing fee. Please consider this when requesting the loan amount.)
2. If you are accepting your Federal Direct Parent PLUS Loan, the parent taking the loan must complete the following instructions:
 - a. The parent will need a FSA ID to complete the request and the eMPN (Electronic Master Promissory Note). To complete the request and eMPN, go to www.studentloans.gov.
 - b. Click on **“Sign In”** and enter the required parent information.
 - c. Once signed in, please select **“Request a PLUS Loan”**, and then select **“Parent PLUS”**. Follow steps 1-4 to complete the loan request. Please read the directions carefully. To complete the Direct Parent PLUS loan, you will need:
 - Approximately 30 minutes to complete. You must complete the request and eMPN in one session.
 - You will need your FSA ID. If you do not already have one, you can apply for one at www.studentloans.gov.
 - Personal information required: permanent address, mailing address (if different from permanent address), telephone number, email address, alien registration number (if you are an eligible non-citizen), along with the name, address, and phone number of two personal references.
 - Student information required: student’s full name, SSN, and date of birth.
 - Employer information required: employer name and address.
 - d. Once the credit check has been completed, you will be prompted to complete the eMPN. Please read and follow directions carefully. Both steps must be completed in order for the Parent PLUS loan to be processed.

Helpful Tips: SEE REVERSE

Applicant Services for Direct PLUS Loan Borrowers
8 a.m. – 8 p.m. (ET) Monday-Friday
800-557-7394

EMORY & HENRY COLLEGE



Directions for the Federal Direct Parent PLUS Loan:

**Instructions for the parent (previous borrower) of currently enrolled students
Complete the following steps to satisfy all requirements for Federal Direct Parent PLUS Loan**

1. Review your Financial Aid Award Notification Letter and cost sheet to determine the estimated loan amount. (There is a 4.3% processing fee. Please consider this when requesting the loan amount.)
2. If you are accepting your Federal Direct Parent PLUS Loan, the parent taking the loan must complete the following instructions:
 - a. The parent will need a FSA ID to complete the request. If the parent does not remember the FSA ID, a duplicate can be requested at www.studentloans.gov.
 - b. To complete the request, go to www.studentloans.gov.
 - c. Click on **“Sign In”** and enter the required information.
 - d. Once signed in, please select **“Request a PLUS Loan”**, and then select **“Parent PLUS”**. Complete steps 1-4 to complete the loan request. Please read and follow directions carefully.

Helpful tips:

- Either parent may apply for a Parent PLUS loan regardless of which parent’s information is on the FAFSA. However, it must be a biological, adoptive, or step-parent.
- The parent applying for the loan must have a FSA ID in order to complete the loan process.
- If you need to make any future adjustments to loan amounts, you must submit a completed and signed Parent PLUS Loan Change form to the Financial Aid Office for processing.
- If your Parent PLUS loan is denied, the student will automatically be awarded additional Unsubsidized Stafford loan. However, you do have the following options:
 - You can appeal the denial decision by contacting Applicant Services.
 - You may pursue an endorser application. If you have any questions concerning this process, please call Applicant Services.

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800-557-7394

Please contact our office if you have any questions:

**Financial Aid Office
PO Box 947
Emory, VA 24327
276-944-6940
E-mail: ehfinaid@ehc.edu**