



Financial Aid Office
5150 N. Maple Avenue, M/S JA 64
Fresno, CA 93740-8026
Phone: (559) 278-2182 Fax: (559) 278-4833

PLUS Loan Processing Steps

- 1) The student must complete the FAFSA (Free Application for Federal Student Aid) and mail it to the Central Processor. The student should expect to receive a "Document Request Letter" from the Financial Aid Office (FAO) after the FAFSA has been processed. This letter lists the specific documentation required to complete the student's file. Once the documents have been turned in to our office, they generally meet all financial aid program requirements. Therefore, duplicate copies are not necessary within the same academic year. We **CANNOT** certify a loan application until **ALL** requested documents are on file.
- 2) The student must respond promptly to Fresno State's Document Request Letter to complete file and begin processing
- 3) Submit PLUS pre-approval request to one of the [lenders](#) on our web site.
- 4) If pre-approved, complete [PLUS Loan Request Form](#) on our web site.
- 5) Submit PLUS Loan Request Form with pre-approval to the financial aid office.
- 6) Application will be certified by FAO with the guarantor. Guarantor will send Master Promissory Note (MPN) to parent.
- 7) Parent needs to mail MPN to the lender.
- 8) Award letter from Fresno State will be sent to student/parent reflecting certified PLUS loan.
- 9) Funds will be sent to California State University, Fresno via Electronic Funds Transfer (EFT). If the student has charges on their account they will be paid with proceeds from the PLUS Loan. Any remaining balance of the PLUS loan will be mailed to the parent.

Electronic funds arriving during out-of-school periods will be held until the first scheduled disbursement date of the subsequent semester. Once the semester has begun, funds arriving in the Student Financial Services office will be disbursed to the parent borrower, after enrollment and Satisfactory Academic Progress are verified.

The funds will be disbursed to the parent borrower if:

- 1) Student is enrolled in the contracted number of units for the loan period and the actual loan period has begun
- 2) Student is maintaining satisfactory academic progress according to financial aid requirements
- 3) Student is not over-awarded with financial aid (not receiving more money than (s)he is eligible to receive)