



Federal Direct Parent PLUS Loan Processing Steps

- 1) The student must complete the [FAFSA](#) (Free Application for Federal Student Aid) and mail to the Central Processor. The student should expect to receive a "Document Request E-MAIL" 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** process a loan application until **all** requested documents are on file.
- 2) The student must respond promptly to Fresno State's Document Request E-MAIL to complete file and begin processing.
- 3) [Federal Direct Parent Plus Loan Information Page](#).
- 4) Parent must complete:
 - 1) a **Plus Loan Application** online with the Department of Education
 - 2) obtain a credit approval from the Department of Education
 - 3) sign a [Federal Direct Parent PLUS Master Promissory Note\(MPN\)](#)
- 5) When you apply for a Federal Direct Parent PLUS Loan, the Department of Education will check your credit history. To be eligible for a PLUS Loan, you must not have an adverse credit history.
- 6) Submit the [Federal Direct Parent PLUS Loan Request Form](#) to the financial aid office.
- 7) Federal Direct Parent Plus Loans will be processed by the Financial Aid Office (FAO) once we receive credit approval.
- 8) An Award email from Fresno State will be sent to the student/parent reflecting the certified Federal Direct Parent PLUS loan amount. This may be less than originally requested amount.
- 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 Federal Direct Parent PLUS Loan. Any remaining balance of the Federal Direct Parent 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 \(SAP\)](#) of the student are verified.

The funds will be disbursed to the parent borrower if:

- 1) The student is enrolled in the contracted number of units for the loan period and the actual loan period has begun.
- 2) The student is maintaining [Satisfactory Academic Progress](#) according to financial aid requirements.
- 3) The student is not over-awarded financial aid. (not receiving more money than (s)he is eligible to receive).
- 4) **Federal Direct Parent Plus Loan awards are based on full time enrollment. If the student will not be enrolled in 12 or more units, please notify the financial aid office.**