



**PLUS LOAN REQUEST FORM (Loans to Parents)  
2023-2024**

**STUDENT INFORMATION**

Student Name: \_\_\_\_\_

Student ID V#: \_\_\_\_\_

The student is applying for the Federal Stafford Loan: Yes \_\_\_\_\_ No \_\_\_\_\_

**PARENT INFORMATION**

The parent completing this information will be certified as the PLUS Loan borrower.

Parent Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Primary/Alternate Phone Number: \_\_\_\_\_

U.S. Citizen: Yes \_\_\_\_\_ No \_\_\_\_\_

Date of birth: \_\_\_\_\_

State of Legal Residence: \_\_\_\_\_ Date became a resident: \_\_\_\_\_

Driver License State and Number: \_\_\_\_\_

Please make check payable to: Parent \_\_\_\_\_ Student \_\_\_\_\_ Loan Amount Requested: \$ \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Instructions for Parent PLUS Loans 2023-2024



### Federal Direct Parent PLUS Loan Instructions:

**NOTE:** “Studentloans.gov” website will re-direct you to a new website “studentaid.gov”.

**Step 1:** You must complete the VC Financial Aid process to be considered for a Federal Parent PLUS loan. This includes, but is not limited to, the Free Application for Federal Student Aid (FAFSA) and the VC Parent PLUS loan request form.

**Log on to studentaid.gov to complete the steps 2-4.**

**Step 2:** Under “Parent Borrowers,” complete the “*apply for a PLUS loan*” which is the application based on credit.

**Step 3: Complete Entrance Counseling.** To complete Entrance Counseling for PLUS Loans, you will need: 20-30 minutes; Your Account Information (FSA ID); (If you do not have an Account you may create it on the studentaid.gov website) and School Name: The Victoria College. **NOTE: The Victoria College requires all parent borrowers to complete Entrance Counseling.**

**Step 4: Sign your Master Promissory Note.** To complete a Master Promissory Note (MPN) for PLUS Loans, you will need: approximately 30 minutes (MPN must be completed in a single session, be sure you allow enough time to complete).

*If you have previously completed either a Direct Loan MPN or a Direct PLUS Loan application, some of this information may be populated for you. You should review any populated information carefully for accuracy.*

The Department of Education (DOE) will not release funds to VC until a signed Master Promissory Note is on file, with either an electronic signature or a paper MPN. Do not send your paper MPN to Victoria College; it must be sent to the Department of Education to be processed. Be aware that all required fields must be completed before your loan will process and incorrect information may cause a delay in receiving your funds. Your MPN is valid for 10 years before being required to sign a new MPN.

If you have questions regarding the MPN process, you may call the Department of Education at 1-800-557-7394. It is recommended that you contact the DOE after completing the process to confirm your application is complete and does not require further action by you.