

Steps to Applying for a Parent PLUS loan:

To apply for a Parent PLUS loan, a **student must first accept aid and/or loans on Ursa:**

- 1 Log in to Ursa at ursa.unco.edu
- 2 Click on the “Financial” tab. Find your financial aid offer and requirements in the menu. Select the drop down box and choose the current academic year and submit.
- 3 Select the “Terms and Conditions” tab and review the information before clicking the “I Accept” button. A new tab “Accept Award Offer” will appear.
- 4 Accept, decline or adjust the aid offered to you. Make sure you don’t leave anything in “offered” status. You can always work with us later if you change your mind.
- 5 Once you have accepted, declined or adjusted your financial aid, select “Submit Decision.” Please check to see additional requirements, if any, are needed by reviewing the information under “Eligibility Requirements” link under the “Financial” tab in your URSA account.

After accepting Aid and/or loans on Ursa, then follow these steps for applying for a Parent PLUS loan:

For a PLUS loan to pay to a student account, a parent must:

- 1 Go to studentaid.gov
- 2 Click-on the Parent Tab “I want to help my child pay for college”
- 3 Under Popular Topics click-on “Apply for a Parent PLUS Loan”
- 4 Under apply for a PLUS loan, click-on the “Login to Start button”
 - Parent will need to log-in using the parent FSA ID\username and password
 - These will be the same the parent used to complete the FAFSA
- 5 Parent will complete the following information:



**After completing the credit check, if approved, you will be given instruction on how to complete the Master Promissory note (MPN).*

The parent will need to complete both the credit check and the Master Promissory Note. Without these two steps, the PLUS loan will not pay.

If you’re denied:

Your student may be able to borrow additional funds under their own name. Please contact UNC aid office before arriving on campus for more information.

You may also choose to contact Applicant Services to appeal the denial and may decide to seek an endorser (cosigner) to pursue a PLUS loan approval. To do so:

- 1 The endorser will need to create an FSA ID\username and password, then go to studentaid.gov to sign in.
- 2 The endorser will select the “Complete an Endorser Addendum” option and complete the steps.
- 3 Then, the Parent taking out the loan should go to studentaid.gov and sign a second promissory note. A new promissory note must be done **every year** when using an endorser.

How long will it take?

The entire Direct PLUS Loan Application process must be completed in a single session. It takes approximately 20 minutes to complete the application.

Be aware that loans may take up to three weeks to process once school year is underway. If you have any specific questions on the federal DL PLUS loan application process, call 1-800-557-7394.