

INSTRUCTIONS FOR APPLYING FOR A FEDERAL DIRECT PLUS LOAN  
CAREFULLY REVIEW AND FOLLOW THE STEPS OUTLINED BELOW

**APPLICATION PROCESS** – Please make sure that you complete all of the steps listed below:

1. Print out and complete the enclosed Federal Direct PLUS Loan Request Form. Every section of the form must be completed. **You must list the exact dollar amount that you want to borrow. Please refer to the student's award in WaveNet for the maximum amount.** Your loan will not be processed for more than the amount listed on the student's award. If you think that you need to borrow more, please contact the Office of Financial Assistance at [finaid2@pepperdine.edu](mailto:finaid2@pepperdine.edu).
2. The parent that is going to borrow the loan will need to complete an online credit check (this is a credit check only-the enclosed Federal Direct PLUS Loan Request Form must be submitted in order for your loan to be processed by Pepperdine).
  - The parent borrower will need to sign into the [www.studentloans.gov](http://www.studentloans.gov) website using their name and their own FAFSA PIN number. **DO NOT** sign in with the student's FAFSA PIN number.
  - Once signed in, select the "Request a PLUS Loan" link. Then select Parent PLUS loan.
  - Go through the online steps required. You will be instantly notified online if you are credit approved or credit denied for the loan.
3. If you are credit approved and have not completed a Federal Direct PLUS Master Promissory Note, select the "Complete MPN" link and then select Parent PLUS MPN. You can also go into the "Completed MPN" link to see if a Direct PLUS MPN is already on file for you.
4. If you are credit denied and are able to add a credit-worthy co-signer (Endorser) in order to get your loan credit approved, indicate so when prompted. You will also be given the option to appeal the credit decision. Any questions regarding your credit decision should be made to the Department of Education at (800)557-7394. The Office of Financial Assistance will mail additional loan option information to you if your loan is credit denied and you will not be adding an Endorser or submitting a credit denial appeal.
5. **If your loan is credit approved, you must complete the enclosed Federal Direct PLUS Loan Request Form and fax it to the Office of Financial Assistance at (310)506-4746. Your loan will not be processed until the completed Federal Direct PLUS Loan Request form has been received.**

**ELIGIBILITY** – To qualify for a Federal Direct PLUS loan, you (the parent borrower) must:

- Be a U.S. citizen or eligible non-citizen
- Submit the Free Application for Federal Student Aid (FAFSA)
- Not be in default on any type of a federal loan
- Pass a credit check conducted by the Department of Education

**REPAYMENT AND LOAN TERMS** – visit the Learn More and Managing Repayment sections of [www.studentloans.gov](http://www.studentloans.gov) for more information on the Federal Direct PLUS Loan repayment options and loan terms.

# PEPPERDINE UNIVERSITY SEAVER COLLEGE

## Office of Financial Assistance Federal Direct PLUS Loan Request Form

PLEASE COMPLETE EVERY SECTION OF THIS FORM. FAX OR MAIL THE FORM TO THE OFFICE OF FINANCIAL ASSISTANCE AS LISTED BELOW. **DO NOT LEAVE ANY SECTION BLANK.** THE PARENT OF A DEPENDENT STUDENT MUST COMPLETE AND RETURN THIS FORM TO THE OFFICE OF FINANCIAL ASSISTANCE IN ORDER TO START THE FEDERAL DIRECT PLUS (PARENT LOAN UNDERGRADUATE STUDENT) PROCESS. THE FEDERAL DIRECT PLUS IS A CREDIT-BASED LOAN. THE DIRECT LOAN SERVICER WILL CONTACT YOU DIRECTLY IF YOUR LOAN IS NOT CREDIT APPROVED.

### STUDENT INFORMATION

|                  |        |           |
|------------------|--------|-----------|
| Name:            |        | CWID#     |
| Date of birth:   | SSN:   | Phone:    |
| Current address: |        |           |
| City:            | State: | ZIP Code: |

### PARENT BORROWER INFORMATION (LIST ONLY ONE PARENT)

|                   |                                       |   |   |
|-------------------|---------------------------------------|---|---|
| Name:             |                                       |   |   |
| Date of birth:    | SSN:                                  | Phone:  |   |
| Current address:  |                                       |   |   |
| City:             | State:                                | ZIP Code:   |   |
| Residency Status: | <input type="checkbox"/> U.S. Citizen | <input type="checkbox"/> Eligible Non-Citizen Alien ID# _____<br>(Please submit copy of both sides of your Alien Registration Card) | <input type="checkbox"/> Non U.S. Citizen |
| Email Address:    |                                       | Relationship to Student:  |   |

### LOAN ASSISTANCE REQUESTED

|  |                   |
|--|-------------------|
| Requested Amount:<br>(You must indicate an actual dollar amount)   | Loan Period From: |
| Indicate the amount you wish to borrow for the loan period indicated on this application (Aug to April, Aug to Dec, Jan to April or April to Aug ) |                   |

### CREDIT BALANCE

IF THE FEDERAL DIRECT PLUS LOAN FUNDS CREATE A CREDIT BALANCE ON THE STUDENT'S ACCOUNT, TO WHOM DO YOU WANT THE SCHOOL TO REFUND THAT CREDIT BALANCE?

REFUND CREDIT BALANCE PROCEEDS DIRECTLY TO STUDENT       REFUND CREDIT BALANCE PROCEEDS TO PARENT BORROWER

**Priority Deadline:** In order for the loan to be processed by the first week of the semester:

Fall semester - New/Transfer students: Form must be completed and received by **June 1**.

Fall semester - Returning Students: Form must be completed and received by **Aug 1**.

Spring semester - Form must be completed and received by **December 1**.

Summer term - Form must be completed and received by **April 1**.

### BORROWER CERTIFICATION/STATEMENT OF EDUCATIONAL PURPOSE

I am requesting that Pepperdine University forward the loan data required to begin processing a Federal Direct PLUS to the U.S. Department of Education. I consent to the U.S. Department of Education and its agents obtaining a report of my credit record and using the information from that report in determining whether to make a Direct PLUS Loan to me. I understand that I will be notified in writing of the results of the credit check with respect to my loan application.

I authorize Pepperdine University to receive my loan proceeds via Electronic Funds Transfer. I also authorize this loan to cover any finance or other miscellaneous charges that may be charged to the student's account at Pepperdine. I understand that my PLUS will not be disbursed until the Department of Education has a Direct PLUS Loan Master Promissory Note on file.

I certify that I do not owe a refund on any grant or loan, am not in default on any loan, and have not borrowed in excess of the loan limit, under Title IV programs, at any institution. I will use all Title IV money received only for expenses related to the student's study at Pepperdine University.

Parent's Signature

Date

Fax Completed form to:  
Pepperdine University, Seaver College  
Office of Financial Assistance  
Fax (310) 506-4746 Phone (310)506-4301