



2009-2010
FEDERAL PARENT
LOAN REQUEST FORM

Completion of this form is required for you to receive a loan. Completely fill out every section to avoid a delay in processing your loan.

Parent Information (Please Print):

Parent Borrower Full Name Last name First Name MI

Permanent Address Street City State Zip Code

Social Security Number Phone Number

Driver's License Number: Date of Birth

Check all semesters that you will be enrolled at least half-time and wish to receive a loan

Fall 2009 Spring 2010

Total Requested Federal PLUS Loan Amount \$ (Required)

Student Information (Please Print):

Student's Full Name Last Name First Name MI

Social Security Number Date of Birth

Housing On-Campus With Parents Off Campus not with parents

Selecting a Lender:

I have a previous PLUS Loan at SAU. We have your lender name on file.
** If you had a prior loan with Chase Bank, you will need to sign a new Master Promissory Note with them. They have a new lender code.

This is my first PLUS Loan at SAU. We have found the lenders listed below offer fast, quality service and repayment incentives.
Please select one of the following or a lender you choose. Provide lender name and code number.
You will need to complete a Master Promissory Note. See back of this form for instructions.

- Discover Lender Code: 891312 AMS Lender Code: 833079
Citibank Lender Code: 826878 Fifth Third Lender Code: 808780
Charter One Lender Code: 808140 Key Bank Lender Code: 813760
National City Lender Code: 808877 T. H. E. Lender Code: 867529
Other: Lender Code: Chase**(see bold above) Lender Code 808956

By signing below, I understand that I am authorizing the Financial Aid Office at Spring Arbor University to provide my selected lender with any information that is necessary for the electronic transfer of funds (EFT) of my Federal PLUS Loan.

I also authorize Spring Arbor University to apply the loan proceeds as appropriate to the costs of attendance corresponding to the enrollment period for which the loan is intended. I further authorize Spring Arbor University to maintain any monies from the Federal PLUS Loan for current/future educational expenses. A written notice will be provided to Spring Arbor University requesting any credit balances.

Parent Borrower's Name (Please Print):

Parent Borrower Signature

Return this form to the Financial Aid Office, Spring Arbor University, 106 E Main St., Spring Arbor, MI 49283. FAX 517.750.5555

Office Use Only
Hours FA IM SP SU Fin Aid Housing CC Trip Student ID

**STEPS TO FOLLOW TO OBTAIN A
FEDERAL PLUS LOAN
AT SPRING ARBOR UNIVERSITY**

Federal regulations require the following procedures be followed before your Loan Request may be processed.

1. Complete the Loan Request Form (LRF) and return it to the Financial Aid Office. (paper only)

2. Complete online Plus Loan Master Promissory Note (MPN) if you have not done so in prior years: Plan on 20-30 minutes.

- Start from the SAU website. <http://www.arbor.edu/financialaid>
- Select your course of study: **Undergraduate**
- Scroll down to **Financial Aid Resources**.
- Select **Parent Plus Pre-Approval & Master Promissory Note**. You will be linked to the Great Lakes Higher Education Corporation (GLHEC) website.
- Click continue; next enter your name.
- Read the consumer information and then click continue.
- Click on the Parent Plus Tab, and select a lender and press the Apply Now button.
- Register by clicking on the words **create an account**.
- Follow the instructions listed to complete your Master Promissory Note. SAU will be notified when you have completed the online MPN.
- If E-Signing your MPN with your Personal Identification Number (PIN), On the *Complete Your MPN Signature Page* click and read all three bulleted documents before clicking **E-sign my MPN**.

Note

If you have a Personal Identification Number (PIN) used to file your FAFSA, your PIN is your signature. If you do not have a PIN, print out the MPN when you are finished, sign it and mail it to GLHEC. After you submit your application, SAU will be notified when you have completed the online MPN. Please choose one of the listed lenders. They are also listed on the LRF. Make sure you have selected the same lender on both the MPN and LRF.

Online support: **1-800-824-8725** between 8:00 am and 8:00 pm eastern standard time.