

Instructions

1. Students should complete the Free Application for Federal Student Aid (FAFSA) online at studentaid.gov/fafsa. Lakeland's federal school code is 006804.
2. Return the completed Direct Parent Loan for Undergraduate Students (PLUS) Request and Authorization Form (Page 2) to Lakeland's Financial Aid Office (FAO).
3. The FAO will calculate loan eligibility based on federal and institutional guidelines.
4. Once the PLUS loan has been awarded, the FAO will forward the information to the U.S. Department of Education (ED) and send an email to the student's Lakeland email.
5. If one is needed, the parent must complete a PLUS Loan Master Promissory Note online at studentaid.gov.
6. ED will review the parents' credit history. If the PLUS loan is denied based on adverse credit, ED will send a letter to the parent giving reasons for the denial.
7. If parent has an adverse credit history, parent may still receive a Direct PLUS Loan via one of these two options:

Option 1: Obtaining an *endorser* who does not have an adverse credit history. If you are a parent borrower, the endorser cannot be the child on whose behalf you are borrowing.

Option 2: Documenting to the ED's satisfaction extenuating circumstances relating to your adverse credit history.

Once parent has completed either Option 1 or Option 2 above, parent must also complete PLUS credit counseling at studentaid.gov.

8. If the PLUS loan is approved, ED will send a disclosure statement to the parent. The loan funds will be sent to Lakeland electronically and applied to the student's account. The student must meet the eligibility requirements at the time the funds are applied to the student's account (enrolled at least half-time, not in default, etc.)
9. Once the funds are applied to the student's account, any remaining credit balance will be issued to the student (per the terms outlined on the Direct PLUS Loan Request and Authorization Form) within 14 days beginning with the third week of the semester. Refund checks are sent via United States postal mail unless the student has enrolled in direct deposit (eRefunds) through myLakeland.

If the parent would like the credit balance issued to them, they must contact Lakeland's Financial Aid Office to arrange that before the refund is issued.

**Direct Parent Loan for
Undergraduate Students (PLUS)
Request and Authorization Form**

Parents can borrow funds to cover educational costs for their undergraduate dependent student(s). Students must be enrolled in a minimum of six credit hours in an approved program and meet the eligibility established by federal regulations. Repayment begins once the loan is fully disbursed (paid out). However, you may request deferment while your child is enrolled half-time (6 credits) and for an additional six months after your child graduates, leaves school or drops below half-time. Financial need is not required to be eligible to receive funds from the Direct PLUS Loan program. However, total financial aid, including Direct PLUS loan, cannot exceed the cost of education as established for the student attending Lakeland Community College. The applicant's credit history will be evaluated in determining loan eligibility. For more information regarding Direct PLUS loans, including the current fixed interest rate, visit studentaid.gov.

Parent's Name: _____ Parent's Social Security Number: _____
Student's Name: _____ Student's Lakeland ID Number (LID): _____

Parent Information Required:

Address: _____ Phone Number: (_____) _____
City: _____ State: _____ Zip: _____
Email Address: _____ Date of Birth: _____
Driver's License Number and State: _____ U.S. Citizen: Yes No

Please check one of the following options:

- I am applying for the maximum amount eligible for the following semester(s).
Choose all that apply: Summer Fall Spring
- I am requesting the following amount \$ _____ Initials: _____ for the following semester(s).
Choose all that apply: Summer Fall Spring

Please process a Federal Direct PLUS loan for my dependent undergraduate daughter/son. I authorize the funds to be disbursed to my dependent's account to be used for educational expenses while attending Lakeland Community College. I understand any credit balance remaining from my Direct PLUS loan funds will be issued to my dependent by the Lakeland Controller's Office. I have read and understand the PLUS information provided.

Parent's Signature: _____ Date: _____

Complete this form and return:*

- By Fax:** 440.525.7704
- By Mail:** Lakeland Community College • 7700 Clocktower Drive • Kirtland, OH 44094-5198
- By [Secure Upload](http://lakelandcc.edu/financialaid):** Visit lakelandcc.edu/financialaid • Under RelatedLINKS (right side of page), select Financial Aid Documents Secure Upload link
- In Person:** Lakeland Student Service Center • located in Building A-1003

**Please do not send documents through email as it is not secure.*

_____ *For Office Use Only* _____

Date Completed: _____ Initials: _____ Eligible: _____ Not Eligible: _____

Comments: _____