



Instructions for Federal Direct Grad Plus Loan Application & Master Promissory Note

Phone # for Dept. of Education – 1-800-557-7394

Loan proceeds will not disburse until both the Grad Plus Loan Application & the Grad Plus Master Promissory Note has been successfully completed.

Log into <http://studentaid.gov>

You must have a FSA ID to log in and complete required steps for Federal Direct Plus Loan. If you DO NOT already have a FSA ID, one can be made by clicking on “Create Account” near the “Log In” icon at the upper right hand of the screen.

A. Request a Grad Plus Loan

Once logged into Studentaid.gov, you will arrive at the Dashboard of the site. Click on MENU to select **APPLY FOR AID**.

Select “Apply for a Grad PLUS Loan”.

Scroll down and click the start button for “**William D. Ford Federal Direct Loan Program: Federal Direct PLUS Loan Request for Supplemental Information**”.

You will know that you have the correct form because “DIRECT PLUS LOAN APPLICATION FOR GRADUATE/PROFESSIONAL STUDENTS” will appear and your name will appear as the Borrower.

STEP 1: LOAN INFORMATION

Complete the **Loan Information** section.

Enter school: **Kentucky** for the *School State* and **Lindsey Wilson College** for the *School Name*.

Enter loan amount or check maximum.

Input request loan period start and end date.

Click **Continue**

STEP 2: BORROWER INFORMATION

Enter your permanent address.

Enter contact information.

Enter employment information (if applicable or select not employed).

Click **Continue**

STEP 3: REVIEW

Carefully review each section of the application – Click “Edit” to make any necessary changes.

Click **Continue**

STEP 4: CREDIT CHECK & SUBMIT

Click the “Open Important Notices”.

Check box to give permission to run credit check (Application can’t be processed if left blank)

Click **Continue**

Result of credit check will be determined generally within 5 minutes. Result of all credit checks whether approved or denied are sent to school choice selected within 24 hours.

- If **APPROVED**, student **MUST** complete a Federal Direct Grad Plus Master Promissory Note before loan can be disbursed to account. Instructions for Plus MPN are listed in Section B.

B. Master Promissory Note Review

On the Studentaid.gov Dashboard, click on **MENU** and **Complete AID PROCESS**

Select **MPN for Graduate/Professional Students**.

Scroll down to select start button for **MPN for Direct PLUS Loans** (Note: Plus MPN for Graduate/Professional Students is the second start button on page).

STEP 1: INFORMATION

Complete the **Contact Information, Driver's License Information, Permanent Address, Employer Information, and School Information**

Note: School Information Note: Select Kentucky for *State* and Lindsey Wilson College for the *School Name*.

STEP 2: REFERENCE INFORMATION

Provide information for two personal references.

Your references:

- Do not list the student for whom you are borrowing.
- Cannot share the same address or phone number
- Cannot have a non-U.S. address
- Must know you for more than three years

If you choose OTHER for the relationship to reference, you must indicate what the relationship is.

STEP 3: Agreements

Review MPN Agreement (5 pages). Click **Continue**.

STEP 4: REVIEW & EDIT

Review the Citizenship Information, Contact Information, Driver's License Information, Current Addresses, Employer Information, Student Information, School Information, and Reference Information. Click Edit to make corrections to the necessary section.

STEP 5: SIGN & SUBMIT

Place a check mark in box to certify that you have read, understand, and agree to the terms and conditions of the MPN.

Enter the student's **First Name, Middle Initial, and Last Name** at the end of the page. This is the student's electronic signature.

Click **Sign & Submit**.

Click **HTML Version** to review your completed MPN.

A confirmation will be sent to the email address that was provided on the MPN.

Log Out of your *account*.

Please Note: Loans will not disburse until both the Grad Plus Loan Application & Grad Plus MPN have been successfully completed.

Keep in mind: All Grad Plus Loans have an origination fee of 4.264% so you may want to borrow some additional funds to cover this amount.