

## Applying for a Parent PLUS Loan

1. Go to [www.studentaid.gov](http://www.studentaid.gov).
2. Log in with the borrowing parent's FSA ID. This will take you to your Dashboard.



3. Once you log in, you will be at your Dashboard. Hover over the Grants and Loans tab in the upper banner.

FAFSA<sup>®</sup> Form ▾ **Grants and Loans** ▾ Loan Repayment ▾ Loan Forgiveness ▾

4. Click PLUS Loans: Graduate PLUS and Parent PLUS.
5. Then click Start next to "I am a Parent of an Undergraduate Student."
6. Select the correct year.
  - a. Parent Plus Loans are **not available until April 1<sup>st</sup>** preceding the Fall semester of the year. For example, if your student is starting Fall 2026, you will need to select the 2026-2027 year.
7. Enter the student's information.
8. Select Greenville University as the school to notify by searching for the state and school name. Be sure to select "Add" next to the school's name.

School Information

Select a school to notify

U.S. Schools/U.S. Territory Schools

Non U.S. Schools

Choose a State

Type Response

Search School By Name

Type Response

The school you selected is participating in the Direct PLUS Loan application process through StudentAid.gov

School Name  
GREENVILLE UNIVERSITY

School Code/Branch  
G01684

School Address  
315 EAST COLLEGE AVENUE  
GREENVILLE, IL 622461199

[Remove this school](#)

9. Determine how much you would like to borrow.
  - a. Maximum amount – this amount will be the total difference from your student's current aid to the cost of attendance.
  - b. Select a specific amount.
  - c. Unknown amount – In this case, we will award the amount included in your financial aid notice. If there was no amount included, we will award approximately \$1500 extra above the cost of Tuition & Fees and Food & Housing. You will be able to adjust it later if desired by emailing us from the borrowing parent's email.
10. Select your loan period.
  - a. For both Fall and Spring terms, select August to May.
  - b. For Fall only, select August to December.
  - c. For Spring only, select January to May.
11. Choose your deferment options.
12. Click the authorization check box.
13. Choose your credit balance option.
14. Click continue.
15. Add your (the borrower's) information on the next page and review any personal information. Click continue.
16. Read the disclosures and check the checkboxes.
17. Review your responses and submit your application.

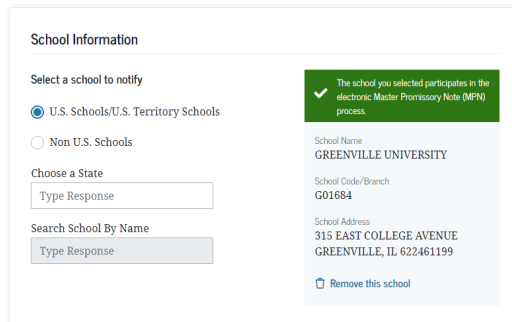
We will receive your completed application on the next business day. It may take up to two weeks for the loan to be processed.

### Parent PLUS Loan Master Promissory Note

1. Before you start, you will need contact information for two people with different addresses who do not live with you and who have known you for at least three years. These people will help the Department of Education contact you if in the future you are unreachable.
  - a. Do not list the student for whom you are borrowing.
  - b. References must have different addresses and telephone numbers.
  - c. References who live outside the United States are not acceptable.
2. Go to [www.studentaid.gov](http://www.studentaid.gov) and log in with the borrowing parent's FSA ID.
3. Once you log in, you will be at your Dashboard. Hover over the Grants and Loans tab in the upper banner.

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4. Select Master Promissory Note and click start next to "I am a Parent of an Undergraduate Student."
5. Complete the following pages with the appropriate information. See below for some helpful hints:
  - a. When asked for your Employer Information, toggle the slider to the right to indicate that you are employed.
  - b. Select Greenville University as the school to notify by searching for the state and school name. Be sure to select "Add" next to the school's name.



The screenshot shows the 'School Information' section of the FAFSA application. It includes a 'Select a school to notify' section with radio buttons for 'U.S. Schools/U.S. Territory Schools' (selected) and 'Non U.S. Schools'. Below this is a 'Choose a State' field with a 'Type Response' input. There is also a 'Search School By Name' field with a 'Type Response' input. On the right, a green box indicates that the selected school, Greenville University, participates in the electronic Master Promissory Note (MPN) process. The school details listed are: School Name: GREENVILLE UNIVERSITY, School Code/Branch: G01684, and School Address: 315 EAST COLLEGE AVENUE, GREENVILLE, IL 622461199. A 'Remove this school' link is visible at the bottom.

- c. Enter your reference's contact information correctly.
6. Sign and submit your Master Promissory Note.

We will receive your MPN on the next business day. It may take up to two weeks for your document to be checked in.

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