

Parent Plus Loan Credit Authorization Form Instructions

1. **Create a Username and Password that you will easily remember. If this is your first time signing in, please click “Get Started”. Otherwise sign in using the Username and Password you created.**

Log in to Dynamic Forms

Sign in to complete the **Federal Direct Parent PLUS Loan Request and Credit Authorization Form** form as requested by **Columbia University**.

Sign In

Username |

Password

Log In

[Forgot your username?](#) | [Forgot your password?](#)

Are you a new user?

Enroll now for a user name and password.

Get Started

2. Fill in the required information and click "Next".

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK


Federal Direct Parent PLUS Loan Request and Credit Authorization Form

Federal regulations require that in order for a parent to request a Federal Direct Parent PLUS Loan, the student must be in a degree-granting program for at least six (6) credits and must be a "Dependent" as defined by the Department of Education during the term/year they will be receive Federal Direct Parent PLUS Loan. In addition, federal regulations do not allow Federal Direct Parent PLUS Loan applications to be processed for an outstanding balance that is associated with an academic period that has already ended.

Office Information:


School of General Studies, Columbia University
Office of Educational Financing
408 Lewisohn Hall, MC 4101
2970 Broadway
New York, NY 10027
Tele: (212) 854-5410
Fax: (212) 854-6316


Borrower and Student Information:

Borrower Last Name:	<input type="text" value="Again"/>	First Name:	<input type="text" value="Test"/>	MI:	<input type="text"/>
Borrower Social Security Number	<input type="text" value="121-11-4512"/>				
Permanent Address (P.O. Boxes are not acceptable):	<input type="text" value="123 Imaginary Lane"/>				
City:	<input type="text" value="Imagine"/>	State:	<input type="text" value="New Jersey"/>	Zip:	<input type="text" value="07208"/>
Area Code Telephone Number	<input type="text"/>	Borrower Date of Birth (MMDD/YYYY)	<input type="text" value="01/11/1951"/>		
Borrower E-mail Address	<input type="text"/>				
Citizenship**	<input type="text" value="U.S. Citizen"/>	Alien Registration #	<input type="text"/>		
Borrower Request Loan Amount 	<input type="text" value="\$ 50000"/>				
Loan Period (MMDD/YYYY)	From:	<input type="text" value="09/03/2013"/>	To:	<input type="text" value="05/31/2014"/>	
Student Last Name	<input type="text" value="Again"/>	First Name	<input type="text" value="Test"/>	MI	<input type="text"/>
Student Social Security Number	<input type="text" value="121-11-4512"/>	Student Date of Birth	<input type="text" value="01/11/1991"/>		

**An Eligible Non-Citizen is defined by the Department of Education as one of the following:

- U.S. permanent resident, with a Permanent Resident Card (formerly known as an Alien Registration Receipt Card or "Green Card")
- Conditional permanent resident (I-551C)
- Other eligible noncitizen with an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: "Refugee," "Asylum Granted," "Indefinite Parole," "Humanitarian Parole," or "Cuban-Haitian Entrant"
- A citizen of the Republic of Palau (PW), the Republic of the Marshall Islands (MH), or the Federated States of Micronesia (FM)

 The maximum amount a borrower can request is limited to the difference of the student's cost attendance and awarded financial aid (COA – Fin. Aid). This amount may be adjusted if the student receives any additional resources such as scholarships, outside awards, tuition assistance, or has any changes in enrollment including withdrawing from the University.

 Be sure to take into consideration that a 4.204% origination fee is deducted from the loan proceeds at disbursement. Thus, a requested loan amount of \$10,000 would yield a net disbursement of \$9,579.60. The loan amount will be disbursed in equal installments over each term of the academic year.

Consent to Obtain Credit Report

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 approve a Federal Direct Parent PLUS Loan for me. I understand that I will be notified in writing by the U.S. Department of Education of the results of the credit check with respect to my loan application.

Credit Balance:

If the Federal Direct PLUS loan is approved and creates a credit balance on the student's account, I authorize Columbia University to release the credit balance to the student:

If left blank and the amount of your Federal Direct Parent PLUS Loan exceeds the amount of your student's account balance, the University will refund directly to the student.

Please note: *If you would like to keep any excess loan funds on the account for future charges, they will only be retained until the end of the loan period. Please send an email to refundinfo@columbia.edu to request that the loan funds remain on the account.*

Save Progress

Next

3. Validate, sign and date the application form to ensure processing. Click “Next”.

Privacy Act Disclosure Notice

The Privacy Act of 1974 (5 U.S.C.552a) requires that the following notice be provided to you. The authority for collecting the information requested on this form is 451 et seq. of the Higher Education Act of 1965, as amended. Your disclosure of this information is voluntary. However, if you do not provide this information, you cannot be considered for a Direct PLUS Loan. The information on this form will be used to determine your eligibility for a Direct PLUS Loan. The information in your file may be disclosed to third parties as authorized under routine uses in the Privacy Act notices called "Title IV Program Files" (originally published on April 12, 2004, Federal Register, Vol 59 p. 17351) and "National Student Loan Data System" (originally published on December 20, 1994, Federal Register, Vol 59 p. 65532). Thus this information may be disclosed to federal and state agencies, private parties such as relatives, present and former employers and creditors, and contractors of the Department of Education for purposes of administration of the student financial assistance program, for enforcement purposes, for litigation where such disclosure is compatible with the purposes for which the records were collected, for use by federal, state, local, or foreign agencies in connection with employment matters or the issuance of a license, grant, or other benefit, for use in any employee grievance or discipline proceeding in which the Federal Government is a party, for use in connection with audits or other investigations, for research purposes, for purposes of determining where particular records are required to be disclosed under the Freedom of Information Act, and to a Member of Congress in response to an inquiry from the congressional office made at your written request.

Because we request your social security number (SSN), we must inform you that we collect your SSN on a voluntary basis but section 484(a)(4) of the HEA (20 U.S.C. 1091(a)(4)) provides that, in order to receive any grant, loan or work assistance under Title IV of the HEA, a student must provide his or her SSN. Your SSN is used to verify your identity, and as an account number (identifier) throughout the life of your loans(s) so that data may be recorded accurately.

Borrower Signature

By signing this form, I certify that any federal funds I request during the award year covered by this application solely for expenses related to the student's attendance at Columbia University. I also certify that I and the student are not in default on a federal student loan or owe a repayment on any federal financial aid. I further agree that the Columbia University may transfer the Federal Direct Parent PLUS proceeds to my dependent's (the student indicated above)tuition account for the purpose of paying any mandatory charges.

Borrower's Name Today's Date

****Master Promissory Note Requirement****

After thoroughly completing this form (DO NOT LEAVE ANY BLANKS) and submitting it to the Office of Student Financial Planning, you must complete a Master Promissory Note (MPN). Please follow these additional steps to ensure that your Federal PLUS loan is processed:

1. Complete a Federal Direct Parent PLUS Master Promissory Note (MPN) at <https://studentloans.gov>.
2. Create a login with your SS# and Federal PIN code. Those who do not have a PIN or cannot recall their PIN should go to www.pin.ed.gov to request one. Please note that it may take up to ten business days to receive a PIN and that a parent cannot use the student's pin. The U.S. Department of Education will perform a credit check.
3. The U.S. Department of Education will perform a credit check.
4. You will receive a letter from them regarding the approval or denial of your loan.

Additional Resources:

Loan and Repayment Calculators - <http://www2.ed.gov/offices/OSFAP/DirectLoan/calc.html>

For More Information:

Direct Loan Servicing Center
1-800-848-0979 or TDD 1-800-848-0983

4. E-Sign the Application again and click “Sign Electronically”. Make sure to type your name exactly as it appears on the application.

Electronic signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Test Again

Sign Electronically

If you would like to opt out of electronic signature, please click the "Save and print" button below to save your information and print a local copy for your signature.

Previous Save and print

5. You would now be able to print a PDF, View a copy of the form, or Log Out.

Thank you for submitting your Federal Direct Parent PLUS Loan Request and Credit Authorization Form.
If we have any questions regarding this form, we will be in contact with you.

View a copy of the form in PDF
format and Logout.

View PDF & Logout

-OR-


View a copy of the form in PDF
format but DO NOT logout.

View PDF & DO NOT Logout

-OR-

Log out of Dynamic Forms

Logout

 In order to access the form, you will need to install
Adobe Acrobat Reader.