

Cleveland Institute of Art 2017–18 Federal Direct Parent Loan for Undergraduate Students (PLUS) Application

Office of Financial Aid
11610 Euclid Avenue
Cleveland OH 44106

Office Hours:
Mon–Fri 8:30am–4:30pm

toll free 800.223.4700
local 216.421.7425
fax 216.754.3634
email financialaid@cia.edu
web cia.edu/financialaid



The Cleveland Institute of Art is required to determine the federal aid eligibility of dependent students prior to processing and certifying eligibility for a PLUS. Therefore, a 2017–18 FAFSA must be submitted. If you have **not** already submitted the 2017–18 FAFSA, we will not be able to process this PLUS application.

Step 1

Complete all information on this form and mail, fax, scan-and-email, or hand-deliver to the address at the top of this form. Incomplete and illegible forms will be returned unprocessed.

To be eligible for the PLUS, the student must be enrolled in a degree-granting program for at least six credit hours each term. Please note that federal regulations do not allow PLUS requests to be processed for an outstanding balance that is associated with an academic year that has already ended.

Step 2

All first-time PLUS borrowers must complete a Master Promissory Note (MPN). Previous PLUS borrowers will not need to complete a new MPN, unless required to apply with an endorser. To complete the PLUS MPN, the parent borrower must go to studentloans.gov. Your parent will enter his/her FSA ID username and password, then be directed to the “My Home Page.” Click on the “Complete Loan Agreement Master Promissory Note” tab. Scroll to the bottom option entitled “PLUS MPN for Parents” and click the “Start” button to the right.

Parents who do not have, or cannot recall their FSA ID should visit studentaid.gov/fsaid. **The PLUS MPN cannot be completed until this form is submitted and processed.**

Student Information

last name	first name	middle initial
social security number (required for federal aid)	date of birth	

Parent Information

Relationship to student

- mother stepmother
 father stepfather

last name	first name	middle initial	
social security number (required for federal aid)	date of birth	driver's license number	
address number	street	apt	
city	state	zip	home phone
email	cell or work phone		

Over >>>

student: last name

first name

middle initial

Parent Citizenship Status

- US citizen
 Eligible non-citizen (please provide Alien Registration no.)

- Other eligible non-citizen (please describe status)

alien registration number

status

Loan Information

Indicate the loan period for which you are requesting the loan, and the amount that you are requesting:

- Fall + Spring \$ _____
loan amount
- Fall only \$ _____
loan amount
- Spring only \$ _____
loan amount

Consent to obtain credit report

I, the parent borrower, consent to allow the US Department of Education and its agents to obtain a report of my credit record to determine eligibility for a federal Direct PLUS for me. I understand that I will be notified in writing of the results of the credit record with respect to my loan application.

In the event that the federal Direct PLUS request is denied due to the results of the credit check, we would like to:

- Use an endorser (credit-worthy co-signer)
 Award the student additional Unsubsidized Direct Loan funds (\$4,000 for freshmen and sophomores; \$5,000 for upper-class students)
 Take no action

parent borrower signature

date

student signature

date

Note: If your PLUS is approved and financial circumstances will prevent you from making your loan payments, submit a letter and supporting documentation to the Office of Financial Aid that will show how making the loan payments will be a hardship. This information will be reviewed to determine if the PLUS loan can be cancelled and additional unsubsidized Direct Loan funds be awarded to the student.

Privacy Act Disclosure Notice

The Privacy Act of 1974 (5 US C522a) requires that the following notice be provided to you. The authority for collecting the information requested on this form is Section 451 et seq. of the Higher Information 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 used in the Privacy Act Notices called "Title IV Program Files" (originally published on April 12, 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 whether 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 social security number on a voluntary basis, but section 484(a)(4) of the HEA (20 USC 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 our loan(s) so that data may be recorded accurately.