



Federal Direct PLUS Loan Request Form Instructions

Thank you for your interest in the Federal Direct PLUS Loan Program. In order to review your eligibility, there are two separate steps:

- 1) Please complete the Direct PLUS Loan Request Form. This form authorizes the U.S. Department of Education to perform a credit review and also allows you to indicate the loan amount you wish to borrow. The form should be returned to the Office of Financial Assistance, 950 Main Street, Worcester, MA 01610 or faxed to 508-793-8802.
- 2) Once approved for the Direct PLUS Loan, the borrower will be notified by the Department of Education regarding approval of the loan and instructed to complete a Master Promissory Note. All first time borrowers must complete a PLUS Master Promissory Note online at www.studentloan.gov. The parent borrower will be required to use his/her U.S. Department of Education issued parent PIN to complete the online promissory note. When you filed a FAFSA, the PIN would have been used to complete the parent's electronic signature. If the parent borrower does not have a parent PIN or cannot recall the number, a new PIN may be obtained online at www.pin.ed.gov. The Master Promissory Note must be completed in order for the loan to disburse to the school and be applied to your student's account.

If you have any questions, please contact the Office of Financial Assistance at 508-793-7478. Our office is open Monday through Friday from 8:30am to 5:00pm.

Direct Lending Customer Service Representatives are also available to assist borrowers at 1-800-557-7394. They are available Monday through Friday from 8:00am to 8:00pm ET.