



2024-25 PARENT PLUS LOAN WORKSHEET

STUDENT INFORMATION	
Last Name:	First Name:
Student ID #:	Email:

Federal Direct PLUS Loans are for parents of dependent, undergraduate students. These loans can be used to help pay educational expenses. To receive a PLUS loan, you must be the parent (biological, adoptive, or stepparent) of a dependent, undergraduate student.

STEPS TO PROCESS A PARENT PLUS LOAN

Step 1: Student must complete a [Free Application for Federal Student Aid \(FAFSA\)](#).

Step 2: After the student’s FAFSA is submitted, a parent can apply for a [PLUS loan](#).

- The parent must not have an adverse credit history. Please note: If the parent has an adverse credit history, they may still be able to receive a PLUS loan if they meet additional requirements.
- The maximum PLUS loan amount a student can receive is the cost of attendance (as determined by the school) minus any other financial aid received.

Step 3: Once the PLUS loan credit check has been approved, the parent will need to complete a [PLUS Master Promissory Note](#).

Step 4: The parent will then submit this Parent PLUS Loan Worksheet to notify the Financial Aid Office a PLUS loan has been approved and should be awarded to the student.

Step 5: The student must be registered for a minimum of 6 credits to be eligible for the loan and enrolled in an eligible certificate or degree seeking program.

Step 6: Once loans are offered, the student must [Accept or partially accept the PLUS loan\(s\) in ctcLink](#) and wait for them to be approved.

- The preliminary amount shown in the award will go through approval by the Department of Education (DOE) and is not a guaranteed amount until the DOE approval is finalized. Approval and disbursement can take 2-3 weeks. Potential delays are possible.
- The student can set up a Payment Plan to prevent being dropped for non-payment in case your loan is distributed later than the tuition due date or is not approved.
- All first-time loan borrowers are subject to a 30-day hold on loan disbursements.
- All one quarter loans are required to be disbursed in two installments with the second installment at the midpoint of the quarter.

Step 7: The student should set up [BankMobile](#) account to receive their refund.

- All PLUS loan refunds will be sent directly to the student.

PARENT BORROWER INFORMATION	
Last Name:	First Name:
SSN #:	Email:
Date of Birth:	Driver’s License #:
US Citizen? Yes – OR – No	If no, Alien Registration #:
Relationship to Student?	Loan Amount Requested?
Mailing Address:	Phone Number:
City, State, ZIP Code:	Work Number:

By signing below, I certify that the information I have provided on this form is complete and accurate, to the best of my knowledge. I also give Lower Columbia College authorization to transmit this information electronically to the Department of Education.

Parent Borrower’s Signature

Date

Lower Columbia College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, citizenship or immigration status, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State’s Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. All inquiries regarding compliance with Title IX, access, equal opportunity and/or grievance procedures should be directed to Vice President of Foundation, HR & Legal Affairs, 1600 Maple Street, PO Box 3010, Longview, WA 98632, title9@lowercolumbia.edu, Phone number, (360) 442-2120, Phone number/TTY (800) 833-6388. Form Revised 05.03.24