

# Mitchell College

437 Pequot Avenue, New London, CT 06320 Phone:800-443-2811

## **For Previous Mitchell College PLUS Borrowers: Federal PLUS Loan Application for Parents only:**

If you would like to apply for a Parent PLUS Loan and you have previously completed a PLUS Master Promissory Note please follow the instructions below:

### **1) Apply for a PLUS Loan (application to have a credit check done):**

- a) Go to [www.studentloans.gov](http://www.studentloans.gov)
- b) **Log In** with your **FSA ID Username and Password**, if you do not have and FSA ID, click on the button Create an FSA ID
- c) Click on “**Apply for a Direct PLUS Loan**”
- d) To the right of “**Direct PLUS Loan Application for Parent**”, click on “**START**”.
- e) Select “I would like to specify a loan amount. Loan Amount Requested”. **Do not select maximum loan amount option. You need to provide an amount that you wish to borrow. Loan requests without an amount to be borrowed cannot be processed by our office.** You may contact the bursar at (860)701-5061 or [brennan.1@mitchell.edu](mailto:brennan.1@mitchell.edu) to assist you in determining the correct amount to borrow.
- f) If you are **approved** for the loan- **STOP**.  
**Continue to step 2 IF you had previously completed a PLUS MPN with an Endorser or if you were previously denied a PLUS loan.**

If you are **denied** the PLUS loan –**STOP here**

### **2) Go to “**Complete MPN**” under “**Plus MPN for Parents**” click on “Complete PLUS MPN for Parents”**

If you are denied a Parent PLUS Loan then the school will increase the student’s Unsubsidized Stafford Loan, depending on their eligibility. A new financial aid award letter will be sent to the student.

The school will automatically be notified if you have been approved or denied for the Parent PLUS Loan and whether you have a completed Master Promissory Note (MPN). **NO LOANS WILL BE CREDITED TO THE STUDENT’S ACCOUNT UNTIL THE CREDIT APPLICATION AND PROMISSORY NOTE ARE COMPLETE.**

If you need assistance with the [www.studentloans.gov](http://www.studentloans.gov) website, please contact customer service at 1-800-557-7394.