

**NEW YORK CITY COLLEGE OF TECHNOLOGY**

**William D. Ford  
Federal Parent Loan  
Packet**

**2023-2024**

**Office of Financial Aid**

**Namm G-13**

**Deadline Dates for processing Direct & Private Loans**

**You must submit the Loan applications by the deadline dates stated below in order for the loan to be processed and awarded. Also, all checklist items must be resolved.**

**Summer 2023-- August 5th, 2023**

**Fall 2023 -- December 8th, 2023**

**Spring 2024 -- May 3th, 2024**



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THE CITY UNIVERSITY OF NEW YORK  
300 JAY STREET, BROOKLYN, NY 11201-1909

OFFICE OF FINANCIAL AID  
Namm G-13  
718.260.5700 • FAX: 718.254.8525

*Things you should know before you become a William D. Ford Federal Parent Loan Borrower*

## **William D. Ford Federal Parent Loan Borrower**

**Direct Plus Loans:** Are unsubsidized loans available to parents of Dependent students. These loans are available regardless of Financial need, and the amount of eligibility depends on the total cost of the student's education. (The cost of education {COE} includes the total amount it will cost to attend school for a semester or an academic year). Tuition and fees, housing and food allowance, and allowances for books, supplies, transportation, loan fees are included).

### **Eligibility**

Parent must

- ❖ Be a biological or adoptive parent, or a step-parent whose information was required on the FAFSA
- ❖ Be a U.S. citizen or eligible non-citizen, and provide a valid Social Security Number
- ❖ Be credit worthy

### **Adverse Credit History**

**A credit history is a summary of your financial strength, including bill payment history and your ability to repay future loans. To qualify for a PLUS loan, you cannot have an adverse credit history. Your credit history may be considered adverse if you are experiencing any of the following credit conditions:**

- 1. Bankruptcy discharge within the past five years**
- 2. Voluntary surrender of personal property to avoid repossession within the last five years**
- 3. Repossession of collateral within the last five years**
- 4. Foreclosure proceeding started**
- 5. Foreclosure within the last five years**

6. Conveying your real property that is the subject to a mortgage (by deed) to your lender to avoid foreclosure (Deed in Lieu of Foreclosure)
7. Accounts currently 90 days or more delinquent
8. Unpaid collection accounts
9. Charge-offs/write-offs of federal student loans
10. Wage garnishment within the last five years
11. Defaulting on a loan, even if the claim has been paid
12. Lease or contract terminated by default

**\*In the event that the parent's credit check is denied, the student can request additional Federal Direct Unsubsidized Loan funds**

### **Please Complete the following four steps:**

1. **The Free Application for Federal Student Aid (FAFSA)** must be completed for the student, using the student's and parent's information
2. **Direct Parent Plus Loan Processing Form:** Parents are required to complete the form and return it to the Financial Aid office in order to apply for a Direct Parent Plus Loan
3. **Plus Loan Entrance Counseling Session: To access the PLUS LOAN Entrance Counseling Session-GO TO: [www.studentaid.gov](http://www.studentaid.gov)** Students and parents must log in using their own FSA ID to complete PLUS Counseling.  
**\*\*Use of another person's FSA ID constitutes fraud. Use only your own FSA ID information\*\***
  - Select "Complete Counseling" on the left-hand navigation bar
  - Select "PLUS Counseling" under "Choose Counseling Type"

### **Useful Information to have before starting:**

**School Name:** New York City College of Technology

**Student Information (your Child)**

- A. Student's first name, middle initial and last name
- B. Student's social security number
- C. Student's date of birth
- D. Student's address
- E. Student's telephone number

### **Personal Information (Parent)**

- A. Permanent Address**
- B. Telephone Number**
- C. Email Address**

Alien Registration Number (if you are an eligible non-citizen)

### **Employer Information (Parent)**

- A. Employer Name**
- B. Employer's Address**

**Please follow the instructions:** If you are logged in, you will be able to: See your federal student loan information available in the National Student Loan Data System (NSLDS) and view proof of counseling completion.

Once you have successfully completed the PLUS loan counseling session, please submit the confirmation and loan processing form to the Financial Aid Office. **The loan request will be processed within 14 to 20 business days.**

- 4. Direct Parent Plus Loan Master Promissory Note (Direct Parent Plus MPN) The parent MUST complete a Direct Parent PLUS MPN at [www.studentaid.gov](http://www.studentaid.gov).**



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William D. Ford Federal Plus Loan Processing Form
Academic Year 2023-2024

SECTION A: TO BE COMPLETED BY STUDENT

Form with fields for Student's Last Name, First Name, Email, and CUNYFIRST ID#

Which semester are you requesting the loan to be processed for:

Please indicate the number of credits you will be enrolled in per semester:

Summer 23 \_\_\_ Fall 23 \_\_\_ Spring 24 \_\_\_

Students Signature (manually signed) \_\_\_\_\_ Date: \_\_\_\_\_

SECTION B: TO BE COMPLETED BY PARENT

Form with fields for Parent's Last Name, First Name, Social Security Number, CUNYFIRST ID#, Email, Permanent Address, Apt #, City, State, Zip, Telephone #, Date of Birth, U.S. Citizen status, Alien Reg. Number, Driver's License Number, License State, Marital Status, and a question about default on educational loans.

FOR OFFICE USE ONLY: NEW EMP# \_\_\_\_\_

Loan Amount Requested (Parent): \$ \_\_\_\_\_

SECTION C: TO BE COMPLETED BY PARENT

Form with fields for Employer's Name, Complete Address, City, State, Zip Code, Telephone Number, and years with current Employer.

Parent Certification: My signature below certifies that I understand this request form is not a Master Promissory Note and that I must fill out, sign and submit the actual MPN. Furthermore, I understand the Office of Financial Aid will determine eligibility for Federal Direct PLUS Loans based on federal regulations. This request cannot be processed until the Office of Financial Aid has received the results of my child's 2022-2023 FAFSA data, collected the required documentation, and have completed the processing. My child must also maintain half-time enrollment (6 credits) for the Summer, Fall and/or Spring semesters for Direct Plus funds to be disbursed. Your signature below certifies that you understand that this is a Federal Loan that must be repaid.

Parent's Signature:(manually signed) \_\_\_\_\_ Date \_\_\_\_\_