



## Parent PLUS Loan Instructions

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### Preferred Lender Applications

- ❑ Go to <http://onestop.unf.edu>. From the Financial Aid menu on the left, choose “Apply for a Parent PLUS Loan”
- ❑ Select one of the preferred lenders and complete the Federal PLUS Loan Request Form.
- ❑ Go to [www.nelnet.com](http://www.nelnet.com), and click on “Parent” under the “Find a Loan” section. Then Click on the “Ready to Apply?” link under PLUS Loans for Parents.
- ❑ Fill out the Nelnet Online PLUS Loan Application.
- ❑ These two forms will be used together to notify UNF of your application, and to post the loan to the student’s Financial Aid award.
- ❑ Nelnet will let you know if you have been approved or declined.
  - *If approved*, the parent will sign a Promissory Note at [www.nelnet.com](http://www.nelnet.com)
  - *If denied*, the parent will receive a denial letter from Nelnet.
    - If UNF is not notified of the denial the award will remain on the student account, but will **not** pay.
    - With a copy of the denial letter and a UNF Loan Action Request Form, the student may request additional Unsubsidized loan funds (subject to approval).

### Other Lender Applications (not on the preferred list)

- ❑ Contact your desired lender to find out how to apply.
- ❑ Complete the lender’s loan application process (includes signing of a Promissory Note).
- ❑ You must notify UNF One Stop Student Services of your application by completing a UNF Parent PLUS Loan Request Form, available in One Stop or online at <http://onestop.unf.edu>.
  - You will be required to provide the lender name, lender ID, mailing address and/or fax number, as well as the loan amount.
  - *If denied*, the parent will receive a denial letter from the lender.
    - If UNF is not notified of the denial the award will remain on the student account, but will not pay.
    - With a copy of the denial letter and a UNF Loan Action Request Form, the student may request additional Unsubsidized loan funds (subject to approval).

### If the student did not file a FASFA

- ❑ Submit a signed statement to One Stop Student Services to indicate that the student has not and will not file the FAFSA for the specific aid year.
  - The statement must include the student’s name, N number, and specify the aid year for which the student has not/will not file and is requesting the loan.
  - Without this statement, the PLUS loan **will not** be processed.

**ONE STOP STUDENT SERVICES**  
**(904) 620-5555**