

# FLORIDA ATLANTIC UNIVERSITY

## Office of Student Financial Aid

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### PROCESSING INSTRUCTIONS FOR FEDERAL PARENT LOANS FOR UNDERGRADUATE STUDENTS

For a parent to be processed for a Federal Parent Loan for Undergraduate Students (PLUS) Loan for the student's attendance at Florida Atlantic University, Florida Atlantic University **requires** the parent to **first** apply for PLUS pre-approval with their selected lender. Depending on the status of the parent's pre-approval decision, the following is required by Florida Atlantic University to process the PLUS request:

- I. If the parent has been **PRE-APPROVED**, FAU will receive pre-approval notification electronically from the lender. FAU will then process a PLUS loan in the amount requested by the parent (indicated on the pre-approval notification) or the maximum the student is eligible to receive, whichever is lower. In addition to the parent being pre-approved, **the following three requirements must be met prior to certification**:
  1. The student is admitted to Florida Atlantic University as a degree seeking student.
  2. The Florida Atlantic University Office of Student Financial Aid has electronically received a transmission of the Student Aid Report from the U.S. Department of Education for the student. This report is generated after the student has filed a Free Application for Federal Student Aid (FAFSA). If the student has not already filed, they may file this application online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Parental information and signature are also required on this application.
  3. The Florida Atlantic University Office of Student Financial Aid has received all required documentation needed to process the student's file. A list of required documentation and file status can be viewed through Florida Atlantic University Office of Student Financial Aid web site: <http://www.fau.edu/finaid>. When at this site, the student should select the link to the OASIS system and provide their PIN number. Once logged in, the student should select the Financial Aid link, select the appropriate award year, and select the Required Documentation link to view the status of required documentation.
  
- II. If the parent's pre-approval request was **DENIED**, the student may be eligible to receive additional funding through the Unsubsidized Federal Stafford Loan program. For the student to be considered for additional Unsubsidized Federal Stafford Loan funds, steps (1) thru (3) above should be completed in addition to submitting the following to the Florida Atlantic University Office of Student Financial Aid:
  1. A written statement from the student explaining that their parents have been denied for PLUS pre-approval and that they request to be processed for additional Unsubsidized Federal Stafford Loan funds.
  2. A copy of the notification sent by the lender documenting PLUS denial.

**Should you have further inquiries about PLUS loan processing at Florida Atlantic University, please contact the Florida Atlantic University Office of Student Financial Aid (561) 297-3530.**