

**Mail to:** Andrews University  
Student Financial Services  
4150 Administration Drive  
Berrien Springs, MI 49104-0750

**Fax to:** 269.471.3228  
**Phone:** 269.471.3334  
**Web:** www.andrews.edu/SF

Student Name \_\_\_\_\_ SS# \_\_\_\_\_ AU ID# \_\_\_\_\_

**Directions:**

- ▶ **Incomplete forms will not be processed. Be sure to sign and date all pertinent sections.**
- ▶ First-time borrowers need to sign Master Promissory Note(s) & complete Loan Counseling at [www.andrews.edu/SF/loans](http://www.andrews.edu/SF/loans).
- ▶ **If you wish to decline one or more loans, please complete last section of this form.**
- ▶ Direct Loan Servicing Center will send you a disclosure statement. Read it carefully to learn your specific disbursement dates and amounts. Budget accordingly.
- ▶ **Not sure how much to request? See online award notification for loan eligibility amounts.**

**ACCEPT FEDERAL DIRECT (PLUS) LOAN**

Amount requested \$ \_\_\_\_\_

**Borrower's name** \_\_\_\_\_ **SS #** \_\_\_\_\_  
(last, first, middle initial)

**Date of Birth** \_\_\_\_\_ **Driver's License** - State \_\_\_\_\_ # \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Permanent Address** (street, city, state, zip code) \_\_\_\_\_

**U.S. Citizenship Status** ☐ U.S. Citizen ☐ Permanent Resident or other Eligible Alien-Alien Reg. # \_\_\_\_\_

**Credit Record Authorization**

I authorize the Secretary of the U.S. Department of Education to investigate my credit record and report information concerning my credit to the proper persons and organizations. I understand that in the case of a negative credit decision, I will receive written notification of the name of the Credit Bureau reporting and the reasons for the denial. I understand that the information in my file may be disclosed to third parties as authorized under routine uses in the Privacy Act notices called "Title IV Program Files" (originally published on April 12, 1994, Federal Register, Vol. 59 p. 17351) and "National Student Loan Data System" (originally published on December 20, 1994, Federal Register, Vol. 59, p. 65532). Thus, this information may be disclosed to parties that the U.S. Department of Education authorizes to assist them in administering the Federal student aid programs, including contractors that are required to maintain safeguards under the Privacy Act. Disclosures may also be made for verification of information, determination of eligibility, enforcement of conditions of the loan or grant, debt collection, and the prevention of fraud, waste, and abuse and these disclosures may be made through computer matching programs with other Federal agencies.

**Borrower's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**ACCEPT FEDERAL DIRECT GRAD PLUS LOAN**

Amount requested \$ \_\_\_\_\_

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**DECLINE FEDERAL DIRECT (PLUS) LOANS**

☐ I decline \$ \_\_\_\_\_ of the PLUS loan (Parents). **Signature/date** \_\_\_\_\_

☐ I decline \$ \_\_\_\_\_ of the GRAD PLUS loan (Students). **Signature/date** \_\_\_\_\_

## Federal Loans Explained

After you receive your Andrews University online award notification, you will need to decide if you want to accept or decline the federal loans that have been offered. If you choose to accept your loans, the steps for all Federal Direct Loans (Subsidized, Unsubsidized, Parent loan, and Perkins) are the same. You can accept your loans online (see finVue) or by paper as well.

**STEP 1. DECLINE YOUR LOANS or REQUEST YOUR LOANS** *RENEW ANNUALLY*

**STEP 2: COMPLETE ENTRANCE COUNSELING** *COMPLETE ONE TIME*

Visit the Loan Entrance Counseling website (<http://www.mapping-your-future.org>) and answer questions regarding your rights and responsibilities as a borrower. Once completed, the results will be electronically sent to our department. Typically, these results take 24 hours to reach us. **Parent Plus borrowers are not required to complete loan counseling.**

**STEP 3: SIGN MASTER PROMISSORY NOTES** *COMPLETE ONE TIME*

A master promissory note is needed to complete your loan application. **Without it, you cannot count this loan as accepted aid and your loan will not disburse.** This step will need to be completed only once for each type of loan (Subsidized, Unsubsidized, Parent, and/or Perkins). **Go to <http://dlenote.ed.gov> & follow the steps listed.**

- ▶ The Perkins loans have separate request forms and promissory notes; take special care to complete the correct form.
- ▶ This information (with links) is also available on the SFS website. **Go to [www.andrews.edu/SF/loans](http://www.andrews.edu/SF/loans).**

## LOAN FAQs

**Are subsidized and unsubsidized loans different?** Yes, with a subsidized loan, the government defers the interest for as long as the student is enrolled at least half time. An unsubsidized loan accrues interest immediately. The student will receive a statement from the Federal government stating the interest charged. The student will have the option of making payments on the interest or deferring.

**What is the interest rate?** The interest rates for Direct Subsidized, Direct Unsubsidized, the Grad PLUS, and the Parent PLUS loans are set as of July 1 for the coming school year. You can see the current rates by going to [www.dl.ed.gov](http://www.dl.ed.gov).

**How much can I borrow?** Your eligible student loan amount will be listed on your online award notification. The maximum PLUS amount that can be borrowed is the student's cost of attendance minus all other aid the student receives.

**When do I begin repayment?** There is no payment required for the student loans until six months after graduating or dropping below half time. Repayment for the PLUS will begin within 60 days after the loan is fully disbursed.

**What happens to my loans if I do not enroll?** Previously enrolled students who do not enroll for a given semester or drop below half time enrollment should contact the Student Financial Services office to discuss their loan situation.

**What about the Grad PLUS loan?** The Grad PLUS loan is like an unsubsidized loan in that it accrues interest. You'll receive a notice of disbursement that indicates that payment is due 60 days after last disbursement. However, like other student loans, you can have in-school deferment if continuously enrolled at least half-time.

**What happens after I submit the PLUS application?** Once we receive the loan request form, your data will be sent to the loan servicer for a credit check. When your loan credit is approved, first time borrowers will need to sign a Master promissory note. Notes can either be mailed or signed online at [www.andrews.edu/SF](http://www.andrews.edu/SF). Read the terms carefully. Only when the signed note is received and the student is registered for at least half time or more will the loan funds be disbursed to the student's account.

**What are my options if the loan servicer informs me that my PLUS application is denied?** Your loan may still be approved with an endorser. The loan servicer will provide appropriate information. The student may be eligible for an additional Unsubsidized loan.

**Can I ever postpone my PLUS loan payments?** In some circumstances, you can postpone payment on a PLUS loan. Contact the Direct Loan Servicing Center at 1-800-848-0979 to request information about deferment or forbearance. In most cases, you must provide documentation showing why you qualify.

**Can my PLUS loan ever be cancelled?** Yes, in some extreme situations, a PLUS loan can be cancelled. You must contact the Direct Loan Servicing Center at 1-800-848-0979.

**Is there some way to combine more than one PLUS loan to make repayment easier?** Federal Direct Loans can be combined through a Federal consolidation program. Contact 1-800-557-7392 to receive more information.