



Texas Southern University

Office of Student Financial Assistance

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Federal Direct Graduate Loan (PLUS) Instructions

Description – What is the Graduate PLUS Program

The Federal Direct Graduate PLUS Loan is a low-interest loan borrowed directly from the federal government. The lender is the U.S. Department of Education. The student must be officially admitted into a graduate program (Master's or Doctoral) at Texas Southern University to qualify to apply for the Federal Direct Graduate PLUS Loan program.

Process – What actions must the student complete?

The student must

1. **Have a valid FSA ID.** If you have lost or forgotten your FSA ID you may visit <https://fsaid.ed.gov> for additional information. The information on the FAFSA will be instrumental in determining the financial aid programs included in your award package. The Graduate PLUS Loan may be secured up to the designated cost of attendance minus any other aid or resources awarded to the student.
2. Submit the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov
3. Submit any supporting documentation to INCEPTIA verification gateway if selected.
4. Accept the Federal Direct Graduate PLUS Loan on MyTSU web portal under Award by Aid Year, then Accept Award Offer. **(Acceptance of the loan on the TSU web does not indicate the loan has been approved.)**
5. Complete the credit review at <https://studentaid.gov/> and **not have an adverse credit history.**
 - o Select Apply for a Direct PLUS Loan (2020/2021 Award Year)
 - o Select Direct PLUS Loan Application for Graduate/Professional Students
 - o Review results of credit review

Understanding the Credit Review Process

When you apply for a Direct PLUS Loan, the Department **will check your credit history.** To be eligible to receive a PLUS Loan, **you must not have an adverse credit history.** If you are determined to have an adverse credit history, you may still receive a Direct PLUS Loan if you obtain an endorser who does not have an adverse credit history. An endorser is someone who agrees to repay the Direct PLUS Loan if you do not repay the loan. In some cases, you may also be able to obtain a Direct PLUS Loan if you document that there are extenuating circumstances related to your adverse credit history. The applicant may contact the U. S. Department of Education at 1-800-557-7394 for additional information on remedying the credit denial

- *If the Federal PLUS Loan is approved,* the applicant will be directed to complete the Master Promissory Note (MPN) online process.
 - o Complete the Master Promissory Note, print and retain the copy for your records.

Disbursement – How will the funds arrive?

- The TSU Financial Aid Office will receive an electronic notification from the U.S. Department of Education requesting certification of the Graduate Plus Loan
- TSU Office of Student Financial Assistance will certify the loan within 5 working days after request for certification from the U.S. Department of Education.
- The Graduate borrower will receive a disclosure statement after the certification is processed by the U.S. Department of Education.
- The electronic confirmation is returned to TSU allowing the Graduate PLUS Loan funds to be posted to the student's account. The funds are applied to the student's account within three days of confirmation.
- If the student has funds in excess of the outstanding allowable charges on their TSU account, the excess funds are refunded to student within 14 working days.
- Review your Student Account summary to determine when the Graduate PLUS Loan has been posted on your student account and is being processed to forward to your TSU E-card or personal checking account.

Please send your documents to:
Texas Southern University
Office of Student Financial Assistance
3100 Cleburne Street
Houston, TX 77004

TSU School Code
003642