



120 Fox-Shannon Place  
St. Clairsville, OH 43950  
740-695-8510 or 1-800-423-1188  
www.btc.edu

## **FEDERAL DIRECT PLUS LOAN REQUEST FORM**

Please complete the following information about the parent: (Please Type or Print and in ink only)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Permanent Street Address \_\_\_\_\_ Telephone # (\_\_\_\_\_) \_\_\_\_\_  
(Please do not use P.O. Box alone)

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Requested Loan Amount \$ \_\_\_\_\_

Check all quarters for which you wish to receive a disbursement in the school year: We will divide the loan amount evenly between quarters you select.

**Summer**       **Fall**       **Winter**       **Spring**

Please complete the following information about the student. (Please Type or Print in ink only)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Student ID# \_\_\_\_\_

### **STEPS TO PROCESS STAFFORD PLUS LOAN**

To begin the loan process, you will need to complete on-line loan counseling and an MPN (Master Promissory Note). Both on-line forms are mandatory in order for the loan to be processed.

Step 1, complete this form and turn into the Financial Aid Office

Step 2, go online and complete the Loan Entrance Counseling for the PLUS Loan

Step 3, go online and complete the MPN (Master Promissory Note) for the PLUS Loan.

Step 4, in a couple weeks have the student go online to their MYFAO to check the status of the PLUS loan or call our office.

Go to [www.btc.edu](http://www.btc.edu) then Financial Aid to complete the MPN and Loan Entrance Counseling or go to [www.directloans.ed.gov](http://www.directloans.ed.gov).

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that the Financial Aid Office will not process this information until all eligibility requirements have been met. All PLUS loan monies received will be applied to any balance due the college before overage checks are issued to the student.