



Steps to Review and Accept Award, Complete Deferment, and Federal Direct Subsidized and Unsubsidized Loan Process

- A. Review your Award Package
- B. Accept/Decline your Financial Aid Award
- C. For Federal Parent and Graduate PLUS Loans only, complete the on-line application and credit review (see section F or G; carefully review section H, Understanding the Credit Review Process, on back).
- D. Complete Entrance Loan Counseling
- E. Complete your Financial Aid Deferment
- F. Complete the Master Promissory Note

A. **Review your Award Package – What have I been awarded in the federal, state and university programs?**

- Launch TSU website, www.tsu.edu
- Click on My TSU Web
- Enter User ID and PIN (following instructions on page)
- Click on Students tab
- Click on Award Information
- Click on Award by Aid Year
- Select the 2017-2018 aid year and click submit
- Click on Award Overview
- Stroll down to Financial Aid Award



B. **Accept/Decline your Financial Aid Award - Am I going to participate in the work-study and federal loan programs?**

- Follow steps from Review your Award
- Click on Accept Award Offer tab
- Go to the box that says Accept/Decline Award
- **Federal Loans may be reduced prior to accepting the loan.** Accepting a Federal Graduate or PLUS Loan on the TSU MYTSUWeb Account *does not* mean the loan has been approved. Additional steps are required to secure the loan.
- Submit decision

C. **Complete Entrance Loan Counseling** – federally mandated information sessions that provide critical information on the student's rights and responsibilities, deferment, forbearance, default and rehabilitation of federal student loans.

- Visit www.studentloans.gov
- Click – Sign In
- Log into Account
- Click – Complete Loan Counseling (Entrance)

D. **Complete your Financial Aid Deferment** (All aid in step B must be accepted or declined **AND** entrance loan counseling must be completed **24 hrs** prior to gaining access to completing an on-line deferment)

- Log into your My TSU Web
- Click on Students tab
- Click on Financial Aid Deferment
- Select Term (i.e., Fall 2017)
- Select Yes
- Enter My Web Account pin
- Print copy for your records



E. **Complete your Master Promissory Note at www.studentloans.gov.** Student must have a minimum of 6 hours selected and have completed entrance loan counseling **48 hours** prior to having access to the MPN. The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s). Your **loan disbursement will not be sent to TSU until the U.S. Department of Education has received your MPN.** You may enter an amount equal to or less than the award amount for the Federal Direct Loans indicated on your Award Letter.

- Go to em.tsu.edu and click on Financial Aid or go to www.studentloans.gov
- Click – Login
- Click – Complete Loan Agreement (Master Promissory Note)
- Click – Subsidized/Unsubsidized, Grad PLUS, or PLUS (**the parent loan requires additional steps that must be completed by the parent borrower only including a credit review, prior to receiving an approval**)
- Complete, sign and print a copy of the MPN for your personal records



additional

Please send your documents to:

Texas Southern University

Office of Student Financial Assistance

3100 Cleburne Street • Houston, TX 77004



F. **Federal Direct Parent Plus Loan – What is the Parent Plus Loan Program**

The Federal Direct Plus Loan allows parents to borrow federal funds on behalf of a dependent child who is an undergraduate student. Only dependent students are eligible to apply for the Federal Direct Parent PLUS Loan. The Federal Direct Parent Plus Loan may be secured up to the designated cost of attendance minus any other aid or resources awarded to the student. Generally, the federal definition of a parent is the biological or adoptive father mother or step-parent of the student. **Parents not listed on the student's Free Application for Federal Student Aid (FAFSA) must submit the TSU paper Federal Parent Loan Application directly to the Office of Student Financial Assistance as part of the application process.** Parents are advised to apply EARLY, beginning June 1, 2016, to ensure funding is available for course selection or housing financial review process.

Process – What actions must the parent and student complete?

A. *The parent and student must*

1. Have a valid FSA ID. If you have lost or forgotten your FSA ID you may visit <https://fsaid.ed.gov> and click on "Edit my FSA ID" for additional information on retrieving your username and password.
2. Complete, submit and sign the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov
3. Submit any supporting documentation directly to the TSU Office of Student Financial Assistance
4. Accept the loan on the TSU MyWeb account notifying TSU that the parent and student wish to participate in the Federal Direct Parent PLUS Program. This does not indicate the loan has been approved.

B. *The parent borrower must login with parent's information and FSA ID (not the student's).*

1. Complete the credit review at www.studentloans.gov and not have an adverse credit history. (see SECTION H, below)
 - a. Apply for a Direct Plus Loan
 - b. Select Direct PLUS Loan Application for Parents
 - c. A positive credit approval is required to use the Parent PLUS Loan as a guarantee to pay for campus housing and meal plans and is not applicable toward the housing deposit.
2. *If the Federal PLUS Loan is approved, the applicant will be allowed to complete the Plus online process.*
 - a. *Designate recipient (parent or student) of any funds in excess of allowable charges on student's TSU account.*
 - b. *Any funds in excess of the student's allowable charges at the point of disbursement will be forwarded to address entered on the Federal Plus on-line application.*
3. Complete, sign and print the Master Promissory Note with the U. S. Department of Education. (see section E)

G. **Federal Graduate PLUS Loan – 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?

A. The student must

1. Have a valid FAFSA PIN number. If you have lost or forgotten your FAFSA Pin number you may visit www.pin.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 directly to the TSU Office of Student Financial Assistance
4. Accept the Federal Direct Graduate Plus Loan on MyTSU web portal under Account Summary by Term. This does mean the loan has been approved.
5. Complete the credit review at www.studentloans.gov and **not have an adverse credit history.** (see section H, below)
 - a. Select Apply for a Direct Plus Loan
 - b. Select Direct PLUS Loan Application for Graduate/Professional Students
 - c. Review results of credit review
6. *If the Federal PLUS Loan is approved, the applicant will be directed to complete the Master Promissory Note (MPN) online process.*
 - a. Complete the Master Promissory Note, print and retain the copy for your records. (see section E)

H. **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

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