



# CENTRAL WASHINGTON UNIVERSITY

## 2009-10 PLUS AUTHORIZATION

If you have not already done so, you may electronically sign a Master Promissory Note at <http://dlenote.ed.gov>. Be sure to complete the new MPN for the Parent PLUS Loans. See back for further instructions. In addition, you must complete, sign, and return this form to approve the loan for disbursement to your dependent student's university account. Your MPN will be valid for 10 years on all **subsequent** loans requested by this parent for this student.

Section A - Parent Borrower Information			
Parent Borrower's Last Name	First Name	MI	Parent's Social Security Number
Mailing Address			Parent's Date of Birth / /
City	State	Zip	Home Telephone Number ( )
Parent's E-mail address			Daytime Telephone Number ( )
Relationship to student: <input type="checkbox"/> Mother <input type="checkbox"/> Stepmother - info was reported on FAFSA <input type="checkbox"/> Father <input type="checkbox"/> Stepfather - info was reported on FAFSA		U.S. Citizenship Status 1. <input type="checkbox"/> U.S. Citizen or National 2. <input type="checkbox"/> Permanent Resident/Other Eligible Non-Citizen If (2), Alien Registration Number _____	
Who should receive the credit balance for any excess funds remaining in the student account after tuition, fees, and other campus billings have been paid? * <input type="checkbox"/> student <input type="checkbox"/> parent    *This option cannot be changed for this loan* <b>*If no box is checked – refund will be mailed to parent*</b>			

### If my credit is denied I would like to:

- Maintain the PLUS loan and pursue an endorser – I understand that I will receive more information about the endorser process from the Department of Education.
- Cancel the PLUS loan and offer my son/daughter an additional unsubsidized loan (maximum annual limit of \$4000 for Freshmen and Sophomores & \$5000 for Juniors and Seniors).

Section B - Authorization	
<b>The parent borrower must complete, sign, and date this authorization section:</b>	
I accept the Federal Direct PLUS Loan for undergraduate studies in the amount of \$ _____ to pay my dependent student's educational expenses and to be applied equally across student's quarters of attendance. (If no amount is written in, we will disburse the maximum amount offered or accepted.). My dependent student's name is _____ and his/her Student ID number is _____. By signing this form, I certify that the information above is complete and correct.	
Parent Borrower's Signature:**	Date:
** IMPORTANT: You must attach a copy of the parent borrower's driver's license or other official ID with signature **	

If you have an adverse credit history and feel you might be denied a loan, check here  to authorize an immediate\*\* credit check.)

Office use only: <b>AY 2009/10</b> PID # _____    Credit    A    D    MPN <input type="checkbox"/> DL <input type="checkbox"/> DL AP <input type="checkbox"/>
--

Please mail or FAX this form to the address below:

Office of Financial Aid . 400 East University Way . Ellensburg WA 98926-7495 . Office: 509-963-1611 . Fax: 509-963-1788  
CWU: 1-866-cwu-4you ext. 1611 . E-mail: [finaid@cwu.edu](mailto:finaid@cwu.edu) . Web: [www.cwu.edu/~finaid](http://www.cwu.edu/~finaid) . CWU Federal Financial Aid Title IV Code #003771

# Complete Master Promissory Note (MPN) for Parent Borrower at

<http://dlenote.ed.gov>

Remember, by signing an MPN you are agreeing to pay back any Direct PLUS Loans that you receive to pay for your child's education.

- Step 1 >** **LOGIN TO EMPN** - You will first need to confirm your identity. If you do not have a PIN, please visit the U.S. Department of Education's **PIN Site** ([www.pin.ed.gov](http://www.pin.ed.gov)) to find out how to obtain one.
- Step 2 >** **DISCLOSURE AND CONSENT** - When you return to the electronic MPN web site, you will be asked to read information about using an electronic MPN and to tell us whether or not you agree to use an electronic MPN. Be sure to complete the MPN for Parent PLUS Loans.
- Step 3 >** **PROVIDE NAME, STUDENT'S INFORMATION, AND SCHOOL (for Parent PLUS Loans)** - You will be asked to provide your full legal name, the student's full legal name, the student's social security number, the student's date of birth, and school information. You will be able to review and modify this information if necessary before it is added to your electronic MPN.
- READ BORROWER'S RIGHTS AND RESPONSIBILITIES STATEMENT** - You will be asked to read a Borrower's Rights and Responsibilities Statement that provides important information about the loan(s) you may receive under your MPN. Before you can continue with the electronic MPN process, you must confirm that you have read the Borrower's Rights and Responsibilities Statement.
- READ THE ADDENDUM** - You will be asked to read an Addendum that provides important information about the loan(s) you may receive under your MPN. Before you can continue with the electronic MPN process, you must confirm that you have read the Addendum.
- Step 4 >** **COMPLETE MPN** - During this step, you will be asked to provide the remaining information necessary to complete your MPN. This will include your permanent address, driver's license number and state, email address (if you have one) and telephone number. **You will also be asked to provide the names, addresses and telephone numbers of two references who have known you for at least three years.**
- Step 5 >** **REVIEW READ/DRAFT MPN** - You will be asked to review a draft version of the MPN that will include the information you provided in Step 6. Before you can continue with the electronic MPN process, you must confirm that you have read the draft MPN.
- Step 6 >** **SIGN YOUR MPN** - You will be asked to review the Promise to Pay section of the MPN and then electronically sign the MPN by typing in your full name. You will still have the opportunity at this point to modify the information you provided or to cancel the electronic MPN process.
- Step 7 >** **REVIEW SIGNED MPN/ENTER CONFIRMATION CODE** - You will be shown a completed MPN that includes your electronic signature. Before you can continue with the electronic MPN process, you must confirm that you have read the completed MPN. **DO NOT STOP HERE. You are not finished.**
- Step 8 >** **CONFIRM ACCEPTANCE OF MPN TERMS AND SUBMIT MPN** - You will be asked to confirm that you agree to the terms and conditions of your MPN. You will also be given a final opportunity to cancel or modify your MPN. If you agree to the terms and conditions of the MPN, you may complete the electronic MPN process by submitting (click on submit) your MPN to the U.S. Department of Education.
- Step 9 >** **SUCCESS! NOW PRINT YOUR MPN** - Your MPN is now complete. This page will provide instructions for:
- Printing and/or saving a copy of your completed MPN for your records (do not send a copy to Central Washington University)
  - Retrieving a copy of your completed MPN at a later date
  - Asking us to send you a copy of your completed MPN
  - Clearing your browser to remove your personal information from the computer you used to complete your electronic MPN