



Federal Direct Parent PLUS Loan Increase Request 2025-2026

Student Name: _____ MBU ID: _____

The Federal Direct Parent PLUS Loan is available only to the parents of dependent students. Parent PLUS loans are approved or denied by the U.S. Department of Education based on a credit check. For more information regarding the Parent PLUS Loan please visit: <https://studentaid.gov/understand-aid/types/loans/plus/parent>.

Instructions: If you were approved for a Parent PLUS Loan at studentaid.gov within the last 180 days and need to increase your loan, you will need to send us this form so we can originate the loan amount you request. If you were unable to complete the application online, this form can be used to determine your eligibility and increase your loan amount if approved. Review and complete each section below.

Step 1: Check one option below.

☐ I, _____, applied for the Parent PLUS Loan online at studentaid.gov with my FSA ID Parent [Borrower] Name within the last 180 days and was approved. By completing and signing this form, I am confirming the loan amount I wish to borrow.

☐ I am unable to apply for the Parent PLUS Loan online and would like the MBU Financial Aid Office to submit an application for me. **By signing this form, I authorize the MBU Financial Aid Office to submit an application for me. I authorize the Department of Education to complete a credit check using the information listed below to determine my eligibility for the Federal Direct Parent PLUS Loan and understand submission of this form does not guarantee approval of the PLUS loan:**

Borrower (Parent) Name: _____ Borrower SSN: _____

Borrower Date of Birth: _____ Borrower email: _____

Borrower Street Address: _____

City: _____ State: _____ Zip: _____

Step 2: If approved, confirm the total loan amount increase requested for the 2025-26 academic year (Fall/Spring). For a Parent PLUS loan increase, you **do not** need to complete a new Master Promissory Note (MPN).

Total Increase Amount*: \$ _____

*Loan amount requested will be subject to up to a 4.5% origination fee. If you need to borrow to cover those fees, divide the amount needed for the student account for the **entire year** by 0.955 in order to receive the needed funds each semester to cover the account. If you have any questions, please call us at 1-540-887-7022, e-mail us at finaid@marybaldwin.edu, or see us in person in the Administration Building on the Ground Floor.

The loan amount you enter above is an increase over the original amount you requested. If this loan is for more than one semester, please indicate how you would like it to be divided over the remaining semesters in this academic year.

Fall 2025 _____ Spring 2026 _____

If I borrow enough where the Parent PLUS Loan creates a credit balance on the student's account, I would like the refund check sent to the:

☐ Borrower (Parent)

☐ Student

Student Name: _____ MBU ID: _____

Step 3: If my application is denied, I wish to proceed as follows (select one option). **Skip this section if you applied online and were approved.**

☐ I will seek an endorser, complete the PLUS Credit Counseling and would like to apply for the below amount for the academic year.

- **Endorser:** Endorser will need to complete an application at <https://studentaid.gov/endorseraddendum/>. Additional actions may be required once the application is submitted.
- **PLUS Credit Counseling:** PLUS Credit Counseling is required if the U.S. Department of Education has informed you that you have an adverse credit history and you have obtained an endorser. The counseling can be accessed here: <https://studentaid.gov/app/counselingInstructions.action?counselingType=plus>.

- **Total Loan Amount* Requested for Academic Year 2025-26 (fall/spring):** \$ _____

*Loan amount requested will be subject to up to a 4.5% origination fee. Please add 4.5% to the amount you wish to borrow to account for these fees by dividing the amount by .955. Award amount will be split into even disbursements for fall and spring unless applying for spring only. You must request an amount. **Applications with no amount listed are not able to be processed.**

☐ I would like to appeal the credit decision and document extenuating circumstances to the Department of Education, complete PLUS Credit Counseling, and would like to apply for the below amount for the academic year.

- Appeals will need to be submitted at <https://studentaid.gov/appeal-credit>.
- If your appeal is approved by the Department of Education, PLUS Credit Counseling will need to be completed at <https://studentaid.gov/app/counselingInstructions.action?counselingType=plus>.
- If my appeal is approved, I would like to apply for the following loan amount:
 - **Total Loan Amount* Requested for Academic Year 2025-26 (Fall/Spring):**
\$ _____

*Loan amount requested will be subject to up to a 4.5% origination fee. Please add 4.5% to the amount you wish to borrow to account for these fees by dividing the amount by .955. Award amount will be split into even disbursements for fall and spring unless applying for spring only. You must request an amount.

Applications with no amount listed are not able to be processed.

☐ I would like my child to be awarded the increase in unsubsidized loans for which they are eligible (they must accept what they'd like of this funding in the financial aid portal).

Step 4: By signing this form, you are authorizing the MBU Financial Aid Office to process a Parent PLUS Loan based upon your completion of steps 1 and 2.

The federal government requires that all University's obtain written authorization to apply Title IV funds such as PLUS loan proceeds to charges other than tuition, fees, room and board. By my signature below, I hereby authorize Mary Baldwin University to use Title IV financial aid funds, including PLUS loan proceeds, to pay for charges such as fines, health center fees, non-sufficient funds checks and service charges, unpaid emergency loans, and postage made to my dependent child's account.

Borrower Signature _____ Date _____

Return this form:

by mail to: Mary Baldwin University Office of Financial Aid Staunton, VA 24401	by fax to: 540-887- 7229	by email to: Finaid@marybaldw in.edu	in person to: Administration Building Ground Floor	through the Document Portal: located on the financialaid.marybaldwin.edu homepage
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