Owens Community College
Office of Financial Aid

Parent PLUS Loan
Online Instructions

The Parent PLUS Loan is a federal loan program for parents of college students. In this brochure, you will find instructions on:

- how to apply
- how to check on your application

Before you begin

- If you haven’t borrowed before, or are switching lenders, you will be completing the Parent PLUS Master Promissory Note (PLUS MPN) as part of your application. You should have addresses for two references, plus your Department of Education PIN available. You can request a PIN at www.pin.ed.gov.

Applying for the Parent PLUS Loan

1. Go to the Owens Community College web site at www.owens.edu.

2. Use the drop down arrow next to Quick Links to select Financial Aid.

3. Click on Online Forms.

4. Under the Loans section, click on Parent PLUS Loan Information.

5. The next few pages contain important information regarding the Parent PLUS Loan program. After you have read each page, click Next to continue.

6. On the last page of information, click on the FastChoice link to select a lender. Once you have chosen a lender, you can complete the Parent PLUS Loan Application by clicking the “Apply Now” link. If you have already chosen a lender, you can proceed directly to completing the Parent PLUS Loan Application.

7. Log in. If you do not have an account, select Create an account. You will use this account for any future Parent PLUS loan requests at Owens.

8. Enter your personal identification and loan information.

   You can request a loan for all semesters in the school year in which the student will be enrolled at least six credit hours. Your loan amount will be divided among the semesters you choose.

9. If your Parent PLUS Master Promissory Note is on file, select Use Your Current MPN. Your application is complete.

10. If you do not have a Parent PLUS MPN, you will be instructed to complete one. Enter the information requested, verify what you have entered and then Choose a Signature Option.

   - Electronically sign (preferred): To sign the Parent PLUS MPN electronically, use your Department of Education PIN number. Make sure to print a copy of the PLUS MPN for your records. If you are in the Office of Financial Aid, show a picture ID at the front counter to retrieve your PLUS MPN printout.

   - Print MPN: Print your PLUS MPN on your printer, sign, and mail it to Great Lakes.

   - Mail me an MPN: Great Lakes will mail you a PLUS MPN to complete and return.
Checking on your application

Your loan application can generally be seen on the student’s Ozone account by the end of the next business day.

The student can check on the status as follows:
1. Log into Ozone at https://ozone.owens.edu
2. Click on Financial Aid.
3. Click on My Eligibility.

On the Student Requirements page, the Parent PLUS Loan Application will be one of the items listed. Below is a listing of what each status means:

**Received not yet reviewed:** The Parent PLUS loan request has not been reviewed. Most other required items must be submitted and reviewed before the loan can be processed.

**Incomplete:** Information that is required on the Parent PLUS loan application is missing. Please contact the Office of Financial Aid.

**Declined:** You requested that we cancel your application.

**Not Proc/Requirements Not Met:** Your request could not be processed for one or more reasons. A letter is sent to you explaining the reason. Some common issues are:
- an undeclared or ineligible major
- Satisfactory Academic Progress criteria are not being met
- enrollment is below six credit hours
- the student has reached the maximum total of all financial aid for which he or she is eligible

**Processed:** Your application has been processed.

Once the loan has been processed, go to My Award Information to see how much the loan has been approved. Remember the lender will keep up to 3% of this approved amount as an origination fee.

For assistance

Call or visit the Office of Financial Aid

**Toledo-area campus**
College Hall 152
Phone: 567-661-7343
1-800-GO-OWENS, ext. 7343

**Findlay-area campus**
Commons
Phone: 567-429-3540
1-800-GO-OWENS, ext. 3540

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