

## Enrollment and Student Financial Services

### Financial Aid

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4000 East 30th Avenue \* Eugene, OR 97405-0640



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# INSTRUCTIONS FOR COMPLETING THE PLUS APPLICATION/MASTER PROMISSORY NOTE

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The promissory note you complete and sign is a Master Promissory Note (MPN). You are not required to sign additional notes for increases made to your loan or new loans borrowed in subsequent academic years for your student, unless you were required to obtain a co-endorser. You will sign one MPN for each student for whom you borrow. Loan amounts are not specified on the promissory note. The amount you are borrowing is the amount shown on your student's most recent Financial Aid Award Letter or the reduced amount you requested on the Parent PLUS Loan Acceptance form.

To complete the electronic MPN for the Parent PLUS Loan, go to <http://dlenote.ed.gov>. You need your U.S. Department of Education PIN to complete the process. If you do not have your PIN, you may register for a new or replacement PIN at the U.S. Department of Education PIN site at <http://pin.ed.gov>. Lane Community College is notified after you complete your electronic MPN.

You will receive a Disclosure Statement from the Direct Loan Servicing Center after your loan has been processed notifying you of the Parent PLUS Loan details. The Disclosure Statement identifies the loan type, anticipated loan disbursement amounts and dates, anticipated net disbursement amounts, the loan fee rate and also gives you important information regarding your loan.

If you are unable to complete the electronic MPN or would prefer to complete a paper MPN, you may e-mail us at [finaid@lanecc.edu](mailto:finaid@lanecc.edu) or submit the request in writing. Please specify you would like a paper PLUS MPN mailed to you and include the following information:

- Your name and current address
- Student's name
- Student's L#

*Requesting a paper MPN will delay the processing of your loan.*

You may contact Enrollment and Student Financial Services at (541) 463-3100 with any questions regarding the PLUS MPN process.