



# Federal Direct PLUS Loan Credit Check Authorization

Please complete and submit this form to the Financial Aid Office to begin the application process for your Federal Direct PLUS Loan.

**Los Angeles Financial Aid Office**  
6305 Yucca Street, Los Angeles CA 90028  
(323) 469-3300 Fax: (323) 469-4823

**New York Financial Aid Office**  
421 West 54th St, 2nd Floor; New York, NY 10019  
(212) 787-5300 Fax: (212) 247-2784

## STUDENT INFORMATION

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_  
Last First Middle Initial

Social Security# \_\_\_\_\_ Date of Birth \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_  
Street Apt # City State Zip Country

## LOAN INFORMATION (\*If amount is left blank, application will be considered void.)

\*Loan Amount Requested \$ \_\_\_\_\_

(Please note that an administrative fee of between 4.2% - 4.3% will be charged by the United States Department of Education. This amount will be deducted directly from your loan. Please consider this fee when calculating your requested amount.)

## PARENT INFORMATION (Borrower)

Parent Name \_\_\_\_\_ Social Security# \_\_\_\_\_  
Last First Middle Initial

Work Phone Number \_\_\_\_\_ Home Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_  
Street Apt # City State Zip Country

### Check One

U.S. Citizen or U.S. Permanent Resident  Eligible Non-Citizen  Alien Registration # \_\_\_\_\_

## CREDIT BALANCE OPTION

Your Direct PLUS Loan will first be applied to the student's school account to pay for tuition and fees, room and board, and, if you provide authorization, other educationally related charges. Any loan amount that remains after these charges have been paid is called a credit balance. You may choose to have the school pay the credit balance directly to you or to the student.

If there is a credit balance after your Direct PLUS Loan has been applied to the student's school account, to whom do you want the school to pay the credit balance?

Parent Borrower  Student

My signature authorizes consent for AMDA to send my information to the United States Department of Education to process a credit check and review my eligibility for the Federal Direct PLUS Loan. I have read and agree to all the information provided on this form, including the Privacy Act Disclosure Notice below.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**IMPORTANT NOTE:** If pre-approved, parent must also complete a Federal Direct Loan Master Promissory Note (MPN). The PLUS MPN is available at [www.studentloans.gov](http://www.studentloans.gov).

The Privacy Act of 1974 (5 U.S.C.552a) requires that the following notice be provided to you. The authority for collecting the information requested on this form is §451 et seq. of the Higher Education Act of 1965, as amended. Your disclosure of this information is voluntary. However, if you do not provide this information, you cannot be considered for a Direct PLUS Loan. The information on this form will be used to determine your eligibility for a Direct PLUS Loan. The information in your file may be disclosed to third parties as authorized under routine uses in the Privacy Act notices called "Title IV Program Files" (originally published on April 12, 1994, Federal Register, Vol. 59 p. 17351) and "National Student Loan Data System" (originally published on December 20, 1994, Federal Register Vol. 59 p. 65532). Thus, this information may be disclosed to federal and state agencies, private parties such as relatives, present and former employers and creditors, and contractors of the Department of Education for purposes of administration of the student financial assistance program, for enforcement purposes, for litigation where such disclosure is compatible with the purposes for which the records were collected, for use by federal, state, local, or foreign agencies in connection with employment matters or the issuance of a license, grant, or other benefit, for use in any employee grievance or discipline proceeding in which the Federal Government is a party, for use in connection with audits or other investigations, for research purposes, for purposes of determining whether particular records are required to be disclosed under the Freedom of Information Act, and to a Member of Congress in response to an inquiry from the congressional office made at your written request. Because we request your social security number (SSN), we must inform you that we collect your SSN on a voluntary basis, but section 484(a)(4) of the HEA (20 U.S.C. 1091(a)(4)) provides that, in order to receive any grant, loan, or work assistance under Title IV of the HEA, a student must provide his or her SSN. Your SSN is used to verify your identity, and as an account number (identifier) throughout the life of your loan(s) so that data may be recorded accurately.