



**St. John's University**  
**Office of Student Financial Services**  
 Federal Direct PLUS Loan Addendum – Non-Custodial Parent

For office use only
NSLDS Review

This form should be completed by: A non-custodial parent who intends to borrow under the Federal Direct Parent PLUS Loan program for a dependent student (student must sign the form too). Before form can be completed and the Federal Direct PLUS Loan processed the student must have filed the Free Application for Federal Student Aid (FAFSA) and released the information to St. John's University and the noncustodial parent must have completed the PLUS application process at <https://studentaid.gov>.

STUDENT'S NAME \_\_\_\_\_ ID NUMBER \_\_\_\_\_

BORROWER'S PERMANENT ADDRESS \_\_\_\_\_

I am the student's **MOTHER** **FATHER** (circle one)

PARENT BORROWER'S NAME \_\_\_\_\_

PARENT BORROWER'S SOCIAL SECURITY NUMBER \_\_XXX-XX-\_\_\_\_\_

PARENT BORROWER'S DATE OF BIRTH \_\_\_\_\_

PARENT BORROWER'S DRIVER'S LICENSE # \_\_\_\_\_

PARENT BORROWER'S CITIZENSHIP STATUS (check one)

- U.S. Citizen  Eligible non-citizen  Alien I.D. # \_\_\_\_\_  None of the above

**\*\*\* (Parent must attach supporting documents for citizenship status) \*\*\***

**PARENT CERTIFICATION**

I certify that I am the natural parent or legal adoptive parent of the student named on this form. (A stepparent may borrow under the Federal Direct PLUS Loan program only if he/she is the legal adoptive parent on the Free Application for Federal Student Aid). I certify that I do not now owe a repayment on a federal Pell Grant, Supplemental Grant, or State Student Incentive Grant and am not in default on a Perkins (National Direct Student) Loan or a Stafford (Guaranteed Student) Loan, or a Federally Insured Student Loan, or an SLS Loan or a PLUS Loan. I will use all Title IV money received only for expenses related to study at St. John's University. All the Information on this form is true and complete to the best of my knowledge. If asked by an authorized official, I agree to give proof of the information that I have given on this form. I also realize if asked, and I do not give proof, I may not get a loan.

Parent Borrower's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(Borrower's Signature must be notarized)**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To process your loan, please upload the PLUS Addendum Form to: <https://sftp.databankimx.com/form/StJohnsFinancialServicesDocumentSubmission>. \*\* Your Federal Direct PLUS Loan will not be processed until the PLUS Loan Addendum form is returned to our office.

**Federal Loan Processing Deadline:** In accordance with federal guidelines St. John's University may not originate a loan for a period in the academic year in which a student is no longer enrolled. Therefore, students enrolled for the academic year who are interested in borrowing a loan must complete the loan process within the academic year. Students who enroll for one semester in an academic year must complete the process within the period of enrollment for the semester.

**Notary's Certificate of Acknowledgement**

State of \_\_\_\_\_ City/County of \_\_\_\_\_

on \_\_\_\_\_, before me, \_\_\_\_\_ personally appeared, \_\_\_\_\_,

(DATE)

(NOTARY'S NAME)

(PRINTED NAME OF SIGNER)

and proved to me on the basis of satisfactory evidence of identification \_\_\_\_\_

(TYPE OF UNEXPIRED GOVERNMENT-ISSUED PHOTO ID PROVIDED)

to be the above-named person who signed the forgoing instrument.

**WITNESS my hand and official seal**

(seal)

\_\_\_\_\_

(Notary's Signature)

My commission expires on \_\_\_\_\_

(Date)