

# CONTINUING PLUS LOAN BORROWER INSTRUCTION SHEET

To continue receiving a parent PLUS loan for the 2008/2009 academic year you must submit the loan for guarantee. This will alert your PLUS lender that you are requesting funds for 2008/2009. Please follow the steps outlined below to complete this process.

- 1) You will need your FAFSA PIN #, social security number of the student, date of birth of the student before you begin. You may also need your references information if you did not complete the
- 2) Log on to TG's Loans by Web at <https://lbw.tgslc.org>
- 3) Click on 'I am a parent borrower' and fill in your social security number and date of birth at the bottom of the page.
- 4) Click on 'Complete a loan award'
- 5) Enter the student's social security number and date of birth and click CONTINUE.
- 6) Click the BEGIN/RESUME button to the left of College of Santa Fe.
- 7) First page – Personal information – make sure the address is correct and click the NEXT button at the bottom of the page.
- 8) Second page – references – If you completed this process last year through Loans by Web this will automatically populate with what you entered last year. If this information is populated simply click the NEXT button at the bottom of the page. If it DOES NOT populate with the reference information please insert that information at this time. Click the NEXT button when you are finished.
- 9) Third page - Lender information – Your lender will be listed. If you wish to remain with the same lender click the NEXT button. If you wish to select a new lender a new promissory note will need to be completed.
- 10) Fourth page if remaining with the same lender – Loan award amount and employment information. You can lower the amount of the PLUS loan, if you wish, in section 1. Complete your employer information in section 3.

## **-Signing for the guarantee -**

*If you have your FAFSA pin, keep the first line marked in section 5 and click SUBMIT. This will take you to the lender site where they will have you enter your PIN number for signature.*

*If you DO NOT have your FAFSA pin, you will have 2 choices. You can select the first option in section 5 and print the application, sign it and mail it to the lender – OR- you can select the 2<sup>nd</sup> option and have TG mail the application packet to you. You will need to sign and follow their instructions on where the application should be mailed.*

That will complete the guarantee process for your PLUS loan for 2008/2009. Please feel free to call if you have any questions.

Student Financial Services

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