

MISSING INFORMATION LETTER (DOCUMENTS NOT RECEIVED)

- **PARENT SIGNATURE ON THE FAFSA**

If the parent is unable to sign the FAFSA, please contact Student Financial Aid Services for assistance at 901.435.1474 or email financialaid@loc.edu

- **STUDENT SIGNATURE ON THE FAFSA**

If the student is unable to sign the FAFSA, please contact Student Financial Aid Services for assistance at 901.435.1474 or email financialaid@loc.edu.

- **DEFAULT**

Default on student loan is failure to repay a loan outlined in the agreed promissory note. Most Federal Student Loan DEFAULT occurs when a payment isn't made in more than 270 days. It can result in legal consequences and a loss of eligibility for additional Federal Student Aid.

- **ENTRANCE COUNSELING**

Entrance counseling explains the obligation you agree to meet as a condition of borrowing a Direct Loan. Topics include Understand Your Loans, Manage Your Spending, Plan to Repay, Avoid Default and Make Finances a Priority. The entrance counseling is available for you to complete at <https://studentaid.gov/app/counselingInstructions.action?counselingType=entrance>.

- **MASTER PROMISSORY NOTE**

The Master Promissory Note is an agreement to pay your student/parent loan. The Master promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s). You may receive more than one loan under an MPN over a period of up to 10 years to pay for your or your child's educational cost, as long as the school is authorized to use the MPN in this way and chooses to do so. The MPN is available for you to complete at <https://studentaid.gov/mpn/>

- **ANNUAL STUDENT LOAN ACKNOWLEDGMENT**

If this is your first time accepting a federal student loan, you are acknowledging that you understand your responsibility to repay your loan (s).

If you have existing federal student loans, you are acknowledging that you understand how much you owe and how much more you can borrow.

- **PLUS CREDIT CHECK**

The Direct PLUS Loan Application allows you to authorize the school to use your loan funds to satisfy other educational related charges after tuition and fees, and room and board (for on-campus students) have been paid. You are not required to provide this authorization. It also allows you to:

- Designate whether the school pays any credit balance to the student or to you.
- Request a deferment while the student is in school
- Request an additional deferment for 6 months after the student ceases to be enrolled at least half time.

The Plus Loan Application is available for the parent to complete at <https://studentaid.gov/plus-app/>.

- **PLUS MPN**

The PLUS Master Promissory Note is an agreement to pay your loan (s). The Master promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s). You may receive more than one loan under an MPN over a period of up to 10 years to pay for your or your child's educational cost, as long as the school is authorized to use the MPN in this way and chooses to do so. Your child's school will tell you which loans, of any, you are eligible to receive.

Parents must be logged in with their own account username and password (FSA ID) to submit. The PLUS MPN is available for you to complete at <https://studentaid.gov/mpn/parentplus/landing>.

- **PLUS COUNSELING**

The PLUS Credit Counseling will help students and parents understand the obligation associated with borrowing a PLUS loan and assist them in making careful decisions about taking on student loan debt. PLUS Credit Counseling is required if the U.S. Department of Education has informed you that you had an adverse credit history and you have:

- Obtained an endorser or
- Documented extenuating circumstances to the satisfaction of the U.S. Department of Education

The Plus Credit Counseling is available for you to complete at

<https://studentaid.gov/app/counselingInstructions.action?counselingType=plus>.

- **AGGREGATE LOAN LIMIT**

Aggregate Loan Limits for Student Loans is referred to as the "Aggregate Limit". This is the point where a student is no longer eligible to receive any more loan funding. The lenders simply establish a maximum amount and will not lend any further than that.

- **NSLDS RESOLUTION**

Resolution is required if the National Student Loan Data System (NSLDS) indicates that:

1. You are in default on a federal student loan or
2. You have one or more student loans in active bankruptcy status or
3. You may be close to reaching your limit as a dependent student or
4. You may be close to reaching your limit as independent student.

You will need to contact the holder of your loan(s) to make satisfactory repayment arrangements or obtain a copy of documentation confirming your current status.

- **DATA RETRIEVAL TOOL**

The IRS DATA RETRIEVAL (IRS DRT) allows students and parents who filed a U.S. tax return with the Internal Revenue Service (IRS) to access the IRS tax return information needed to complete the Free Application for Federal Student Aid (FAFSA) form and to transfer the data directly into their FAFSA form.

- **NEED PARENT AND/OR STUDENT TAX TRANSCRIPT**

If you need your Tax Transcript, please follow the instructions using the link provided.

<https://www.irs.gov/>

Get Your Tax Record

Request Online or Request by Mail or

Call the IRS at 1.800.429.1040.

- **UNUSUAL ENROLLMENT HISTORY**

Unusual Enrollment History is the specific pattern the Department of Education uses to select students includes those students who have received a Federal Pell Grant and/or Federal Loans at multiple institutions during the past four academic years. Once the Department of Education. Please complete the form.

- **EMANCIPATED MINOR**

Emancipated minor means that you are considered by the court system as adult before the age of 18. It is a legal mechanism by which a child before attaining the age of majority is freed from control by their parents or guardians, and the parent or guardians are freed from any and all responsibility to enter into contracts and to handle their own affairs.

- **ORPHAN/WARD OF THE COURT/FOSTER CARE**

An orphan is a child whose parents have died, are unknown, or have permanently abandoned them. You will need to provide proof from the courts as to this status.

A ward of the court is someone under the protection of the courts. The ward of the court may have guardian appointed by the court. The legal guardian is not personally liable for the ward's expenses and is not liable to third parties for the ward's debts. You will need to provide proof from the courts as to this status.

- **IN LEGAL GUARDIANSHIP**

A legal guardianship is one of the options available to parents who are planning for the care of their children in their absence due to a variety of situations, such as illness or incarceration. It allows parent to name a caregiver and to give the caregiver certain legal rights regarding the care of the child (ren). You will have to provide proof from the courts as to this status.

- **PART II FEDERAL STUDENT AID REPORT**

If you have Part II Federal Student Aid Report on your Missing Information Letter, you may need to make a correction on your FAFSA. Please contact Student Financial Services for assistance at 901.435.1474 or email financialaid@loc.edu.

- **SELECTIVE SERVICE**

Registration is the Law. A man who fails to register with Selective Service may be ineligible for opportunities that may be important to his future. He must register to be eligible for federal student aid, stat-funded student financial aid in many states, most federal employment, some state employment, security clearance for contractors, job training under the Workforce Innovation and Opportunity Act (formerly know as the Workforce Investment Act), and U.S. citizenship for immigrant men.

Men, born after December 31, 1959, who aren't registered with Selective Service won't qualify for federal student loans or grant programs unless they are registered. This includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Direct Stafford Loans/Plus Loans, National Direct Student Loans, and Federal Work Study.

Register for Selective Service at: <https://www.sss.gov/register/> .