

## Implementation Guidance for Revised Direct PLUS Loan MPN (Paper Version) - Attachment to August 2011 Electronic Announcement

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**Overview** The Office of Management and Budget (OMB) has approved a revised Federal Direct PLUS Loan Application and Master Promissory Note (Direct PLUS Loan MPN) under OMB Control Number 1845-0068. English and Spanish versions of the revised Direct PLUS Loan MPN are available for bulk order and have an expiration date of 11/30/2013.

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**Paper MPN Transition:** Schools that provide paper MPNs to borrowers must begin using the new version as soon as practical, but no later than January 1, 2012.

*Now through December 31, 2011*

Now through December 31, 2011, we will accept either the previous version of the Direct PLUS Loan MPN (expiration date 08/31/2010) or the revised Direct PLUS Loan MPN (expiration date 11/30/2013).

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**Paper MPN Transition Deadline:**

*January 1, 2012*

Beginning January 1, 2012, we will accept only the revised Direct PLUS Loan MPN (expiration date 11/30/2013).

If the previous version of the Direct PLUS Loan MPN (expiration date 08/31/2010) is received on or after January 1, 2012, it will be rejected.

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**Paper MPN Forms Available on FSAPubs Web Site**

English and Spanish versions of the revised Direct PLUS Loan MPN are available for schools to order in bulk from the [FSA Pubs Web site](#).

- Both versions of the form are available with and without labels.
  - Schools that print the borrower, student and school information on the paper form must order the version(s) without labels.
  - Schools that provide MPNs to borrowers to complete by hand must order the version with labels.
- A school using the paper form must discard the previous version once it begins using the revised version (expiration date 11/30/2013).

A PDF version of the revised Direct PLUS Loan MPN is available in English on the [Direct Loan Web site](#).

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## Implementation Guidance for Revised Direct PLUS Loan MPN - Attachment to July 2011 Electronic Announcement, Continued

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**Plain Language Disclosure Available on FSAPubs Web Site** English and Spanish versions of the revised Plain Language Disclosure (PLD) are available for schools to order in bulk from the [FSA Pubs Web site](#).

If a school provides the PLUS Disclosure Statement to borrowers, it must begin providing the revised PLD along with the PLUS Disclosure Statement for borrowers who are receiving second or subsequent loans under a previously signed MPN. The school should begin using the revised PLD as soon as possible.

A PDF version is available in English on the [Direct Loan Web site](#).

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**School Creates and Prints Entire Paper MPN (including legal text)** Schools that wish to create and print the revised Direct PLUS Loan MPN using their own software must begin using the new version as soon as they are able to make the necessary programming changes, but no later than January 1, 2012.

Schools that create their own promissory notes must submit a copy of the school-produced version of the revised Direct PLUS Loan MPN to Federal Student Aid for testing to ensure that it can be processed.

- A school-produced MPN that is submitted for testing should contain only test data, and the shipping package should be clearly identified as being for testing purposes only. Test copies should be mailed to:  
Department of Education  
ATTN: MPN Testing Only  
P.O. Box 5691  
Montgomery, AL 36103
- The package should include contact information (name, address, telephone number, and e-mail address) so that the MPN Testing Team can communicate with the school, if needed.

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