



Lon Morris College and Texas Guaranteed (TG) have teamed up to provide a Web-based application for the PLUS Loan for parents. The online application guides you through the process of obtaining a loan. Here's what you can expect:

- You can only receive a loan by completing an application through TG Loans By Web. If you do not have access to a computer with an Internet connection, contact the Lon Morris Financial Aid office or TG. Refer to the contact information on the back side of this page.
- Be prepared to provide the name, address, and phone number of two references.
- Provide a valid email address to ensure prompt delivery of your loan information.
- If you do not already have Adobe Acrobat, you will need to download it to print your Master Promissory Note (MPN), the Borrower's Rights and Responsibilities, and Addendum. Download it for free at [www.adobe.com](http://www.adobe.com).
- You have the option to electronically sign (E-Sign) a Master Promissory Note (MPN) with certain lenders. Use the Department of Education Personal Identification Number (PIN) that you used to sign your FAFSA. If you don't have a PIN or have lost it, you may obtain one at [www.pin.ed.gov](http://www.pin.ed.gov).
- Do not send signed MPNs to the school. The school will be notified of your loan electronically.
- Understand that TG communicates important loan processing information via email. Promptly read and act upon emails from TG and TG Customer Assistance - [cust.assist@tgsllc.org](mailto:cust.assist@tgsllc.org).

#### **Instructions**

1. Open your Web browser and go to [www.lonmorris.edu](http://www.lonmorris.edu)
2. Select Financial Aid and Scholarships from the left column.
3. Choose Select Your Lender.
4. Choose the **PLUS Lenders tab**.
5. Click the **Apply Now** button of the lender of your choice.
6. Select **I am a Parent Borrower**.
7. I agree to supply my social security number.
8. Log in using your social security number and date of birth.
9. Select **Complete a Loan Award**, then select an award under Option 1.
10. Enter your student's social security number and date of birth.
11. Update your personal information.
12. Enter information for your references, including the addresses and phone numbers.

**Please notice that if your Parent Plus Loan is denied, the student will be eligible to borrow up to an additional \$4,000 in Federal Unsubsidized Loan money in the student's name. The instructions on the left and on the back side of this page must be completed in order to see if you are approved or denied for the Parent PLUS Loan. If the Parent PLUS Loan is denied, the Financial Aid Office will send a new award letter with their increased loan amounts.**

**Instructions (continued)**

13. Select your lender. Lon Morris provides a list of preferred lenders (located on next page). Lenders that accept electronic signatures for loans are designated with an asterisk on the website.
14. Review your loan award information. Fill in the necessary fields. Click Previous to make changes to the other screens.
15. Select whether you want to **Print the application packet on your local printer, E-Sign** or have **TG mail the application packet to you**. Click Submit.
16. Verify the information on the submit screen. Click **Guarantee** to submit the award.
17. Follow the instructions on the results screen. If you selected an E-Sign lender, click the link(s) provided to sign your Master Promissory Note (MPN).
18. If you did not E-Sign for the loan, sign, date, and mail one copy of your printed MPN to your lender. Your lender will not release your loan funds until they receive your signed MPN. If you already signed an MPN for this lender, you may not have to mail in another one.
19. If you have another award to complete, click **Back** or **Main Menu**. If not, logout.

**Lon Morris College  
PLUS Loan Preferred Lender List**

Lender Name	NSDS Lender ID	Telephone
MyEd Student Loans	834395	877.693.3411
Nelnet	833669	877.804.3603
Sallie Mae	802218	888.272.5543

The school mentioned above has provided the information set forth herein. It is recommended that you contact the lenders listed for complete information regarding their current loan offerings.

**Need Help?**  
**TG**  
 P.O Box 100  
 Round Rock, Texas 78683-3100  
 Phone: 800.845.6267  
 Email: [cust.assist@tgslc.org](mailto:cust.assist@tgslc.org)

**Lon Morris College**  
 800 College Ave  
 Jacksonville, TX 75766-2900  
 Phone: 903.589.4000  
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