

**FEDERAL PERKINS (NDSL) STUDENT LOAN
REQUEST FOR CANCELLATION BENEFIT OR DEFERMENT PRIOR TO CANCELLATION**

You must file for benefits twice during each year of service/employment. You will need to submit this form as a *Request for Deferment* at the beginning of the year of service/employment and you will need to submit a second form as a *Request for Cancellation* upon completion of the year. Cancellation forms will be mailed to you following the end of the deferment period. Please update UAS if any change in address. All forms must cover a complete year; partial years do not qualify you for cancellation.

Name: _____		Account Numbers (14 digits): _____
Address: _____		
City: _____		Social Security Number: _____
State: _____	Zip Code: _____	Home Telephone: () _____
<input type="checkbox"/> Check here if this is a new address.		Employment Telephone: () _____
Name of Lending Institution: _____		

I. Check box for type of full-time Service or Employment

<input type="checkbox"/> Teaching – Handicapped/Special Education	<input type="checkbox"/> Head Start	<input type="checkbox"/> Early Intervention
<input type="checkbox"/> Teaching – Low Income	<input type="checkbox"/> Military	<input type="checkbox"/> Nurse/Med. Tech
<input type="checkbox"/> Teaching – Math/Science/Bilingual Ed./Other Shortage	<input type="checkbox"/> Bureau of Indian Affairs	<input type="checkbox"/> Law Enforcement
	<input type="checkbox"/> Peace Corps/VISTA	<input type="checkbox"/> Child/Family Services

Name of SPECIFIC SCHOOL/Employing Agency/Hospital: _____

City: _____ State: _____ Zip _____

Teachers must provide the following information:

County: _____ School District: _____

II. Job Title: _____

THE FOLLOWING JOBS REQUIRE AN OFFICIAL JOB DESCRIPTION: Special Education Teachers, Teachers in Shortage Areas, Early Intervention Services, Law Enforcement, Child/Family Services, Nurse and Medical Technicians. In addition to the Official Job Description, Nurse and Medical Technicians must provide: State Boards: _____ / _____ / _____ License #: _____

(date)

If teaching; provide grade level(s): _____ **(Grade levels K-12)** And subject: _____

III. Declaration

I request **deferment of payments** of principal and interest while I complete the period of eligible service/employment required. *(The dates you list below may extend into the future.)* I declare that I will notify my lending institution upon a change in my status. I understand that if, for any reason, I do not complete the year of service for which I have requested deferment benefits, I will begin repayment of my loan immediately.

Employment/Service/Enlistment Dates (For teachers, dates must cover one academic year or two consecutive semesters. For all others, dates must cover one complete calendar year. Please include copy of your contract for the upcoming year. You must be employed full-time).

Begin _____ / _____ / _____ End _____ / _____ / _____

I hereby apply for a **partial cancellation** of my loan in the appropriate amounts of principal and interest for service or employment as described above. (May be requested only after one full year completion of service/employment.)

Employment/Service/Enlistment Dates (For teachers, dates must cover one academic year or two consecutive semesters. For all others, dates must cover one complete calendar year.)

Begin _____ / _____ / _____ End _____ / _____ / _____

Signature of Borrower (REQUIRED): _____ **Date:** _____

IV. Certification of Employment, Service, or Enlistment Period:

Name of Specific School, Employer, Service Unit: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: () _____

If borrower is a shortage teacher, please specify subject: _____

I certify borrower is employed full-time. I further certify that the information provided by the borrower regarding his/her service/employment is true and correct.

Signature of Official: _____

Title: _____ Date: _____

This space is provided for the *organization's official seal or stamp*. If one is not available, provide a letter of certification confirming the borrower's service, employment, or enlistment. This letter should include employee's start date and full-time status.

For Internal Use Only	<input type="checkbox"/> Listed in Federal Register	Year Listed _____	Line #: _____	<input type="checkbox"/> Not Listed in Federal Register
Deferred From: _____	To: _____	#Mos: _____	Grace Ending Date: _____	
Processed by: _____	Date: _____			
Cancelled at _____ %	Code: _____	End Date: _____		
Fund _____	Principal _____	Interest _____	Balance _____	Letter: 103A Dates: 1029
Fund _____	Principal _____	Interest _____	Balance _____	
Fund _____	Principal _____	Interest _____	Balance _____	
Fund _____	Principal _____	Interest _____	Balance _____	
Lending Institution Only: _____	(Signature of Approving Official)		(Date)	

FEDERAL PERKINS (NDSL) STUDENT LOAN CANCELLATION OR DEFERMENT REQUEST

To qualify for the cancellation benefits listed below you must serve in an eligible capacity for a full year (or if teaching, for a complete academic year or two consecutive semesters). While you complete your year of service/employment, you may defer the payments that would come due. Upon receipt of your completed form, we will make a preliminary determination of your eligibility for cancellation. If it is determined that you **will not qualify** for cancellation, we will deny your deferment request and payments will be due as billed. If it is determined that you will be eligible for cancellation, we will suspend billing for payments due during your year of service/employment. At the end of your year of teaching/service/employment, you must provide documentation of having fulfilled the requirements in order to receive partial cancellation of your loan.

NOTE: A form may be submitted at the beginning of the year of service/employment to Defer payments while eligible service is performed. A second form may be submitted upon completion of the year to receive partial Cancellation. All forms must cover a complete year; partial years do not qualify you for cancellation. *Please note: You may use a single form to cover both the benefit year that has passed (cancellation) and may be used to cover the upcoming year of service/employment (deferment). It will depend upon your contract and your employer's ability to certify the form.*

BENEFITS FOR ALL LOANS: You must be employed FULL-TIME to receive these benefits

- ∪ Teaching in a public/ nonprofit elementary/secondary school having a high concentration of students from low-income families.
- ∪ Teaching in an elementary or secondary school operated by the Bureau of Indian Affairs or operated on an Indian reservation by an Indian tribal group under contract with the Bureau.
- ∪ Teaching a majority of special education (handicapped) children (ages 0-21). Handicapped children include mentally retarded, hard of hearing, deaf, blind, speech impaired or other health impaired children, or children with specific learning disabilities who by reason thereof require special education and related services. Teaching must occur in a public or other non-profit elementary or secondary school system. Provide a **job description** detailing the **ages** of your students, the **percentage** of your students who are handicapped, and the **percentage** of your **teaching time** spent with handicapped students.
- ∪ Teaching mathematics, science, foreign language, bilingual education, or any field of expertise determined by the State education agency to have a shortage of qualified teachers.
- ∪ Employment in a Head Start Program. You must be employed as a full-time, educational staff member.
- ∪ Providing of early intervention services to children. You must be employed by a public/nonprofit program under public supervision. The employing agency must be in compliance with Section 676(b)(9) of the Individuals with Disabilities Education Act. Your duties must comply with Section 672(2) of the same Act. Provide a job description detailing your duties, the ages of children served, and the types of services provided.
- ∪ Providing or supervising the provision of services to high-risk children (and their families) from low-income communities. You must be employed by a public/nonprofit child/family service agency. High-risk children are those under the age of 21 who are at risk of, or have been, abused or neglected, have serious emotional, mental or behavioral disturbances, reside in placements outside the home, or are involved in the juvenile justice system. Provide a job description.
- ∪ On active duty in the U.S. military in an area of hostility.
- ∪ Working as a Nurse or Medical Technician providing health care services. To qualify as a Nurse, you must be an LPN, RN, or otherwise licensed by an appropriate State agency to provide nursing services. To qualify as a Medical Technician, you must be certified, registered, or licensed by the governing State agency in the State where you provide service. You must be employed as an allied health professional working in a field such as therapy, dental hygiene, medical technology, or nutrition. You must assist, facilitate, or complement the work of physicians or other specialists in the health care system.
- ∪ A volunteer in the Peace Corps or ACTION.
- ∪ Employment as a law enforcement or corrections officer. You must be employed in a local, state, or Federal agency whose activities pertain to crime prevention. Your principal duties must support crime prevention, control, or reduction; or the enforcement of criminal law. Activities may include police efforts, criminal court jurisdiction, and corrections, probation or parole authorities. However, agencies and positions whose primary responsibilities are civil, regulatory, administrative, or supportive are not eligible.

INSTRUCTIONS

1. Parts I-III must be completed by the borrower. Part IV must be completed by your employer. (We will return it unprocessed if any information is missing.)
2. Indicate your request for Deferment or Cancellation or both.
3. Sign and date the form (**REQUIRED**). If your signature is missing, the form will be returned.
4. Have your employment/service dates and your job duties certified by an official of the appropriate organization. If an official seal or stamp of the organization is not available, your employer/organization must submit verification of your service/employment on organization letterhead.
5. If you changed employers during the year, you must submit a cancellation form from each employer. In addition, there may be **NO BREAKS** between periods of employment.
6. Return forms and supporting documentation to:

MARQUETTE UNIVERSITY
Office of Student Loan Accounts & Collections
PO Box 1881
Milwaukee WI 53201

