

Loan Maintenance Instructions

General Instructions

- This form is used by schools and lenders to report corrected information on a **single loan** after it guarantees.
- Retain a copy of this form for your records.
- Send the original form to the guarantor at the appropriate address, or fax it to the number shown on the front of this form.
- If you have any questions, please contact our Customer Assistance unit at the telephone number shown on the front of this form.

Section 1

1. Enter the borrower's complete name [**Last name, first name, middle initial, and suffix (Sr., Jr., III, etc.)**].
2. Enter the borrower's Social Security Number.
3. In the case of a Federal PLUS loan, enter the student's complete name [**Last name, first name, middle initial, and suffix (Sr., Jr., III, etc.)**].
4. In the case of a Federal PLUS loan, enter the student's Social Security Number.

Section 2

5. Indicate the student's current enrollment status by checking the appropriate box.
6. Enter the effective date of the enrollment status change (**MM/DD/YYYY**).

<u>STATUS</u>	<u>EFFECTIVE DATE</u>
Full-time	Date the student became enrolled full-time.
Half-time	Date the student became enrolled half-time or dropped below full-time status.
Less than half-time	Date the student dropped below half-time.
Never attended	Date the school verified attendance status. (certification date)
Withdrawn	Date the student officially withdrew or last recorded date of attendance.
Graduated	Date the student completed the course of study.
Leave of Absence	Date approved leave of absence began.
Deceased	Date of death. If unknown, enter the date the institution was notified of the person's death.
7. Enter the date the student is anticipated to complete their course of study (**MM/DD/YYYY**). (**Leave blank if student has graduated or withdrawn, is deceased, or has never attended.**)
8. If the student has transferred to a new school, enter the new 6 or 8 digit ED School Code (Reinsurer Assigned ID) and new school name.

Section 3

Line 9 must be filled out in order to process the request.

Use this section to report a revised loan period, grade level, certified loan amount, cost of attendance, expected family contribution, estimated financial aid, or interest rate and type. (**Only complete lines 10 through 16 if they are being changed.**)

9. Enter the guarantor assigned loan ID and/or the first disbursement date, the loan period, and circle the type of loan (**C=Federal Consolidation, P=Federal PLUS, F=Subsidized Federal Stafford, S=Federal SLS, U=Unsubsidized Federal Stafford**) which will be affected by changes in Section 3.
10. Enter the original and revised Loan Period dates (**MM/DD/YYYY - MM/DD/YYYY**).
11. Circle the original and revised Grade Level (**0=correspondence student, 1=freshmen, 2=sophomore, 3=junior, 4=senior, 5=senior+, A=first year graduate student, B=second year graduate student, C=third year graduate student, D=fourth year graduate student**).
12. Enter the original and revised school certified loan amount for the loan identified on line 9.
13. Enter the original and revised Cost of Attendance. (**The information on entries 13, 14, and 15 are all required to compute the Cost-Aid information.**)
14. Enter the original and revised Expected Family Contribution.
15. Enter the original and revised Estimated Financial Aid.
16. Enter the original and revised Interest Rate and Type (**Fixed, Variable, Adjustable**) (**Guarantee corrections only**).

Section 4

Lender approval is required for all changes in this section.

Use this section to report cancellations, school refunds, remove refunds, increases, decreases, reinstatements, disbursement date changes, loans paid-in-full, or the addition of disbursements.

17. Enter an action code in column A from the list shown on the front of the form, the disbursement ID or the disbursement date (MM/DD/YYYY) in column B, and the appropriate information in columns C through H as listed in the parentheses behind the action code listed on front. If adding a disbursement or cancelling a disbursement, multiple actions may need to be reported.

Notes:

Paid-in-full loan changes are performed at the loan level and need not be listed by single disbursement.

Please refer to the Common Manual for further information on changes in Section 4.

Effective Date: Date the change occurred.

Consummated: The disbursement check has been negotiated or EFT or Master Check funds have been delivered to the borrower. (Use a "C" to designate a consummated disbursement.)

Unconsummated: The school has returned loan proceeds to the lender before the borrower has cashed the check or before the amount has been applied to the student's account. (Use a "U" to designate an unconsummated disbursement.)

Section 5

18. Print the name of the person submitting this form.
19. Enter the telephone number with area code and extension of the school or lender/servicer completing this form.
20. Enter the certification date for the enrollment status update (**MM/DD/YYYY**).
21. Enter the 6 or 8 digit ED Code (Reinsurer Assigned ID) of the school or lender/servicer submitting this form. If ED Code is unknown, enter the name of the institution.
22. Enter the signature of the person submitting this form.