This form is for use by Vermont Student Assistance Corporation customers only. If your loans are not serviced by VSAC please contact your servicer directly for the appropriate application.
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INCOME-DRIVEN REPAYMENT (IDR) PLAN REQUEST

For the Revised Pay As You Earn (REPAYE), Pay As You Earn (PAYE), Income-Based Repayment (IBR), and Income-Contingent Repayment (ICR) plans under the William D. Ford Federal Direct Loan (Direct Loan) Program and Federal Family Education Loan (FFEL) Programs

WARNING: Anyone who knowingly makes a false statement or misrepresentation on this form or on any accompanying document is subject to penalties that may include fines, imprisonment, or both, under the U.S. Criminal Code and 20 U.S.C. 1097.

SECTION 1: BORROWER INFORMATION

Please enter or correct the following information.

☐ Check this box if any of your information has changed.

SSN
Name
Address
City
State
Zip Code
Telephone - Primary
Telephone - Alternate
Email (Optional)

SECTION 2: REPAYMENT PLAN OR RECERTIFICATION REQUEST

It’s faster and easier to complete this form online at StudentLoans.gov. You can learn more at StudentAid.gov/IDR and by reading Sections 9 and 10. It’s simple to get repayment estimates at StudentAid.gov/repayment-estimator. If you need help with this form, contact your loan holder or servicer for free assistance. You can find out who your loan holder or servicer is at StudentAid.gov/login. You may have to pay income tax on any loan amount forgiven under an income-driven plan.

1. Select the reason you are submitting this form (Check only one):
   ☐ I want to enter an income-driven plan - Continue to Item 2.
   ☐ I am submitting documentation for the annual recertification of my income-driven payment - Skip to Item 3.
   ☐ I am submitting documentation early to have my income-driven payment recalculated immediately - Skip to Item 3.
   ☐ I want to change to a different income-driven plan - Continue to Item 2.

2. Choose a plan and then continue to Item 3.
   ☐ (Recommended) I want the income-driven repayment plan with the lowest monthly payment.
   ☐ REPAYE
   ☐ PAYE
   ☐ IBR
   ☐ ICR

3. Do you have multiple loan holders or servicers?
   ☐ Yes - Submit a request to each holder or servicer. Continue to Item 4.
   ☐ No - Continue to Item 4.

4. Are you currently in deferment or forbearance?
   After answering, continue to Item 5.
   ☐ No.
   ☐ Yes, but I want to start making payments under my plan immediately.
   ☐ Yes, and I do not want to start repaying my loans until the deferment or forbearance ends.

Note: If you have FFEL Program loans, they are only eligible for IBR. However, you can consolidate your loans at StudentLoans.gov to access more beneficial income-driven repayment plans.

SECTION 3: FAMILY SIZE INFORMATION

5. How many children, including unborn children, are in your family and receive more than half of their support from you?

6. How many other people, excluding your spouse and children, live with you and receive more than half of their support from you?

Note: A definition of “family size” is provided in Section 9. Do not enter a value for you or your spouse. Those values are automatically included in your family size, if appropriate.
**SECTION 4A: MARITAL STATUS INFORMATION**

7. What is your marital status?
   - [ ] Single - Skip to Item 11.
   - [ ] Married - Continue to Item 8.
   - [ ] Married, but separated - You will be treated as single. Skip to Item 11.
   - [ ] Married, but cannot reasonably access my spouse's income information - You will be treated as single. Skip to Item 11.

8. Does your spouse have federal student loans?
   - [ ] Yes - Continue to Item 9.
   - [ ] No - Skip to Item 10.

**SECTION 4B: INCOME INFORMATION FOR SINGLE BORROWERS AND MARRIED BORROWERS TREATED AS SINGLE**

11. Has your income significantly decreased since you filed your last federal income tax return?
    - For example, have you lost your job, experienced a drop in income, or gotten divorced, or did you most recently file a joint return with your spouse, but you have since become separated or lost the ability to access your spouse's income information?
      - [ ] Yes - Continue to Item 12.
      - [ ] No - Provide your most recent federal income tax return or transcript. Skip to Section 6.
      - [ ] I haven't filed a federal income tax return in the last two years - Continue to Item 12.

12. Do you currently have taxable income?
    - Check "No" if you do not have any income or receive only untaxed income.
      - [ ] Yes - Provide documentation of your income as instructed in Section 5. Skip to that section.
      - [ ] No - You are not required to provide documentation of your income. Skip to Section 6.

**SECTION 4C: INCOME INFORMATION FOR MARRIED BORROWERS FILING JOINTLY**

13. Has your income significantly decreased since you filed your last federal income tax return?
    - For example, have you lost your job or experienced a drop in income?
      - [ ] Yes - Skip to Item 15.
      - [ ] No - Continue to Item 14.
      - [ ] We haven't filed a federal income tax return in the last two years - Skip to Item 15.

14. Has your spouse's income significantly decreased since your spouse filed his or her last federal income tax return?
    - For example, has your spouse lost his or her job or experienced a drop in income?
      - [ ] Yes - Continue to Item 15.
      - [ ] No - Provide your and your spouse's most recent federal income tax return or transcript. Skip to Section 6.

15. Do you currently have taxable income?
    - Check "No" if your spouse does not have any income or receives only untaxed income.
      - [ ] Yes - You must provide documentation of your income according to the instructions in Section 5. Continue to Item 16.
      - [ ] No - You are not required to provide documentation of your income. Continue to Item 16.

16. Does your spouse currently have taxable income?
    - Check "No" if your spouse does not have any income or receives only untaxed income.
      - [ ] Yes - Skip to Section 5 and provide documentation of your spouse's income as instructed in that section.
      - [ ] No - You are not required to provide documentation of your spouse's income. If you selected "Yes" to Item 15, skip to Section 5 and document your spouse's income. If you selected "No" to Item 15, skip to Section 6.

Note: Remember, any person who knowingly makes a false statement or misrepresentation on this form can be subject to penalties including fines, imprisonment, or both.
SECTION 4D: INCOME INFORMATION FOR MARRIED BORROWERS FILING SEPARATELY

17. Has your income significantly decreased since you filed your last federal income tax return?
   For example, have you lost your job or experienced a drop in income?
   □ Yes - Continue to Item 18.
   □ No - Provide your most recent federal income tax return or transcript. Skip to Item 19.
   □ I haven't filed a federal income tax return in the past two years - Continue to Item 18.

18. Do you currently have taxable income?
   Check "No" if you have no taxable income or receive only untaxed income. After answering, continue to Item 19.
   □ Yes - You must provide documentation of your income as instructed in Section 5.
   □ No.

Note: Remember, any person who knowingly makes a false statement or misrepresentation on this form can be subject to penalties including fines, imprisonment, or both.

19. Has your spouse's income significantly decreased since your spouse filed his or her last federal income tax return?
   For example, has your spouse lost a job or experienced a drop in income?
   □ Yes - Continue to Item 20.
   □ No - Provide your spouse's most recent federal income tax return or transcript. This information will only be used if you are on or placed on the REPAYE Plan. Skip to Section 6.
   □ My spouse hasn't filed a federal income tax return in the past two years - Continue to Item 20.

SECTION 5: INSTRUCTIONS FOR DOCUMENTING CURRENT INCOME

You only need to follow these instructions if, based on your answers in Section 4, you and your spouse (if applicable) were instructed to provide documentation of your current income instead of a tax return or tax transcript.

This is the income you must document:

- You must provide documentation of all taxable income you and your spouse (if applicable) currently receive.

- Taxable income includes, for example, income from employment, unemployment income, dividend income, interest income, tips, and alimony.

- Do not provide documentation of untaxed income such as Supplemental Security Income, child support, or federal or state public assistance.

This is how you document your income:

- Documentation will usually include a pay stub or letter from your employer listing your gross pay.

- Write on your documentation how often you receive the income, for example, “twice per month” or “every other week.”

- You must provide at least one piece of documentation for each source of taxable income.

- If documentation is not available or you want to explain your income, attach a signed statement explaining each source of income and giving the name and the address of each source of income.

- The date on any supporting documentation you provide must be no older than 90 days from the date you sign this form.

- Copies of documentation are acceptable.

After gathering the appropriate documentation, continue to Section 6.
SECTION 6: BORROWER REQUESTS, UNDERSTANDINGS, AUTHORIZATION, AND CERTIFICATION

If I am requesting an income-driven repayment plan or seeking to change income-driven repayment plans, I request:

- That my loan holder place me on the plan I selected in Section 2 to repay my eligible Direct Loan or FFEL Program loans held by the holder to which I submit this form.
- If I do not qualify for the plan or plans I requested, or did not make a selection in Item 2, that my loan holder place me on the plan with the lowest monthly payment amount.
- If I selected more than one plan, that my loan holder place me on the plan with the lowest monthly payment amount from the plans that I requested.
- If more than one of the plans that I selected provides the same initial payment amount, or if my loan holder is determining which of the income-driven plans I qualify for, that my loan holder use the following order in choosing my plan: REPAYE (if my repayment period is 20 years), PAYE, REPAYE (if my repayment period is 25 years), IBR, and then ICR.

If I am not currently on an income-driven repayment plan, but I did not complete Item 1 or I incorrectly indicated in Item 1 that I was already in an income-driven repayment plan, I request that my loan holder treat my request as if I had indicated in Item 1 that I wanted to enter an income-driven repayment plan.

If I am currently repaying my Direct Loans under the IBR plan and I am requesting a change to a different income-driven plan, I request a one-month reduced-payment forbearance in the amount of my current monthly IBR payment or $5, whichever is greater (unless I request another amount below or I decline the forbearance), to help me move from IBR to the new income-driven plan I requested.

☐ I request a one-month reduced-payment forbearance in the amount of: __________________________ (must be at least $5).

I understand that:

- If I do not provide my loan holder with this completed form and any other required documentation, I will not be placed on the plan that I requested or my request for recertification or recalculation will not be processed.
- I may choose a different repayment plan for any loans that are not eligible for income-driven repayment.
- If I requested a reduced-payment forbearance of less than $5 above, my loan holder will grant my forbearance for $5.
- If I am requesting a change from the IBR Plan to a different income-driven repayment plan, I may decline the one-month reduced payment forbearance described above by contacting my loan holder. If I decline the forbearance, I will be placed on the Standard Repayment Plan and cannot change repayment plans until I make one monthly payment under that plan.
- If I am requesting the ICR plan, my initial payment amount will be the amount of interest that accrues each month on my loan until my loan holder receives the income documentation needed to calculate my payment amount. If I cannot afford the initial payment amount, I may request a forbearance by contacting my loan holder.
- If I am married and I request the ICR plan, my spouse and I have the option of repaying our Direct Loans jointly under this plan. My loan servicer can provide me with information about this option.
- If I have FFEL Program loans, my spouse may be required to give my loan holder access to his or her information in the National Student Loan Data System (NSLDS). If this applies to me, my loan holder will contact me with instructions.
- My loan holder may grant me a forbearance while processing my application or to cover any period of delinquency that exists when I submit my application.

I authorize the entity to which I submit this request and its agents to contact me regarding my request or my loans at any cellular telephone number that I provide now or in the future using automated telephone dialing equipment or artificial or prerecorded voice or text messages.

I certify that all of the information I have provided on this form and in any accompanying documentation is true, complete, and correct to the best of my knowledge and belief and that I will repay my loans according to the terms of my promissory note and repayment schedule.

Borrower’s Signature ___________________________ Date ________________

Spouse’s Signature ___________________________ Date ________________

If you are married, your spouse is required to sign this form unless you are separated from your spouse or you’re unable to reasonably access your spouse's income information.
COMMON DEFINITIONS FOR ALL PLANS:

**Capitalization** is the addition of unpaid interest to the principal balance of your loan. This will increase the principal balance and the total cost of your loan.

A **deferment** is a period during which you are entitled to postpone repayment of your loans. Interest is not generally charged to you during a deferment on your subsidized loans. Interest is always charged to you during a deferment on your unsubsidized loans.

The **William D. Ford Federal Direct Loan (Direct Loan) Program** includes Direct Subsidized Loans, Direct Unsubsidized Loans, Direct PLUS Loans, and Direct Consolidation Loans.

**Family size** always includes you and your children (including unborn children who will be born during the year for which you certify your family size), if the children will receive more than half their support from you.

For the PAYE, IBR, and ICR Plans, family size always includes your spouse. For the REPAYE plan, family size includes your spouse unless your spouse’s income is excluded from the calculation of your payment amount.

For all plans, family size also includes other people only if they live with you now, receive more than half their support from you now, and will continue to receive this support for the year that you certify your family size. Support includes money, gifts, loans, housing, food, clothes, car, medical and dental care, and payment of college costs. Your family size may be different from the number of exemptions you claim for tax purposes.

The **Federal Family Education Loan (FFEL) Program** includes Federal Stafford Loans (both subsidized and unsubsidized), Federal PLUS Loans, Federal Consolidation Loans, and Federal Supplemental Loans for Students (SLS).

A **forbearance** is a period during which you are permitted to postpone making payments temporarily, allowed an extension of time for making payments, or temporarily allowed to make smaller payments than scheduled.

The **holder** of your Direct Loans is the U.S. Department of Education (the Department). The holder of your FFEL Program loans may be a lender, secondary market, guaranty agency, or the Department. Your loan holder may use a servicer to handle billing, payment, repayment options, and other communications. References to “your loan holder” on this form mean either your loan holder or your servicer.

A **partial financial hardship** is an eligibility requirement for the PAYE and IBR plans. You have a partial financial hardship when the annual amount due on all of your eligible loans (and, if you are required to provide documentation of your spouse’s income, the annual amount due on your spouse’s eligible loans) exceeds what you would pay under PAYE or IBR.

The annual amount due is calculated based on the greater of (1) the total amount owed on eligible loans at the time those loans initially entered repayment, or (2) the total amount owed on eligible loans at the time you initially request the PAYE or IBR plan. The annual amount due is calculated using a standard repayment plan with a 10-year repayment period, regardless of loan type. When determining whether you have a partial financial hardship for the PAYE plan, the Department will include any FFEL Program loans that you have into account even though those loans are not eligible to be repaid under the PAYE plan, except for: (1) a FFEL Program loan that is in default, (2) a Federal PLUS Loan made to a parent borrower, or (3) a Federal Consolidation Loan that repaid a Federal or Direct PLUS Loan made to a parent borrower.

The **poverty guideline amount** is the figure for your state and family size from the poverty guidelines published annually by the U.S. Department of Health and Human Services (HHS) at aspe.hhs.gov/poverty-guidelines. If you are not a resident of a state identified in the poverty guidelines, your poverty guideline amount is the amount used for the 48 contiguous states.

The **standard repayment plan** has a fixed monthly payment amount over a repayment period of up to 10 years for loans other than Direct or Federal Consolidation Loans, or up to 30 years for Direct and Federal Consolidation Loans.
DEFINITIONS FOR THE REPAYE PLAN:
The Revised Pay As You Earn (REPAYE) plan is a repayment plan with monthly payments that are generally equal to 10% of your discretionary income, divided by 12.

Discretionary income for the REPAYE plan is the amount by which your income exceeds 150% of the poverty guideline amount.

Eligible loans for the REPAYE plan are Direct Loan Program loans other than: (1) a loan that is in default, (2) a Direct PLUS Loan made to a parent borrower, or (3) a Direct Consolidation Loan that repaid a Direct or Federal PLUS Loan made to a parent borrower.

DEFINITIONS FOR THE PAYE PLAN:
The Pay As You Earn (PAYE) plan is a repayment plan with monthly payments that are generally equal to 10% of your discretionary income, divided by 12.

Discretionary income for the PAYE plan is the amount by which your income exceeds 150% of the poverty guideline amount.

Eligible loans for the PAYE plan are Direct Loan Program loans other than: (1) a loan that is in default, (2) a Direct PLUS Loan made to a parent borrower, or (3) a Direct Consolidation Loan that repaid a Direct or Federal PLUS Loan made to a parent borrower.

You are a new borrower for the PAYE plan if: (1) you have no outstanding balance on a Direct Loan or FFEL Program loan as of October 1, 2007 or have no outstanding balance on a Direct Loan or FFEL Program loan when you obtain a new loan on or after October 1, 2007, and (2) you receive a disbursement of an eligible loan on or after October 1, 2011, or you receive a Direct Consolidation Loan based on an application received on or after October 1, 2011.

DEFINITIONS FOR THE ICR PLAN:
The Income-Contingent Repayment (ICR) plan is a repayment plan with monthly payments that are generally equal to 10% of your discretionary income, divided by 12.

Discretionary income for the ICR plan is the amount by which your income exceeds the poverty guideline amount for your state of residence and family size.

Eligible loans for the ICR plan are Direct Loan Program loans other than: (1) a loan that is in default, (2) a Direct PLUS Loan made to a parent borrower, or (3) a Direct PLUS Consolidation Loan (based on an application received prior to July 1, 2006 that repaid Direct or Federal PLUS Loans made to a parent borrower). However, a Direct Consolidation Loan made based on an application received on or after July 1, 2006 that repaid a Direct or Federal PLUS Loan made to a parent borrower is eligible for the ICR plan.
Your loans. Forgiveness may not be taxable.

- After 20 years of qualifying repayment, any remaining balance is forgiven after no more than 25 years of qualifying repayment. If you have any eligible loans that you received for undergraduate study, any remaining balance is forgiven after 25 years of qualifying repayment.
- After 20 years of qualifying repayment, any remaining balance is forgiven after no more than 25 years of qualifying repayment.

Your monthly payment amount and the interest that accrues during each period will change based on your income.

If you only have eligible loans that you received for graduate or professional study, any remaining balance is forgiven after 25 years of qualifying repayment. If you have any eligible loans that you received for undergraduate study, any remaining balance is forgiven after 25 years of qualifying repayment.

If you only have eligible loans that you received for graduate or professional study, any remaining balance is forgiven after no more than 25 years of qualifying repayment. If you have any eligible loans that you received for undergraduate study, any remaining balance is forgiven after 25 years of qualifying repayment.

Although you may still be in school when you enter the plan, your payment will be based on your income as of the entry date. Your payment may be based on your income or what you would pay under a repayment plan with fixed payments over 12 years, adjusted based on your income. You are responsible for paying all of the difference between your monthly payment amount and the interest that accrues.

On subsidized loans, you do not have to pay the difference between your monthly payment amount and the interest that accrues during all periods.

You are responsible for paying all of the interest that accrues for your first 3 consecutive years in the plan. On unsubsidized loans during all periods, your payment will be based on the lesser of 20% of your discretionary income or what you would pay under a repayment plan with fixed payments over 12 years, adjusted based on your income. You are responsible for paying all of the difference between your monthly payment amount and the interest that accrues.

On subsidized loans during all periods, if you are unable to reasonably access your spouse's income information.

If you are unable to reasonably access your spouse's income information.

If you are unable to reasonably access your spouse's income information.

If you and your spouse only if you file a joint Federal income tax return, unless you and your spouse have any joint Federal income tax return.
<table>
<thead>
<tr>
<th>Plan Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPAYE</td>
<td>Your loan holder will compare the total number of months remaining in the 20-year forgiveness period. If the number of months remaining is less than 10 years, your loan will enter the standard payment amount. If the number of months remaining is 10 years or greater, your loan will enter a partial financial hardship.</td>
</tr>
<tr>
<td>IBR</td>
<td>If you are determined to no longer have a &quot;partial financial hardship&quot;, your new REPAYE plan payment amount is 10% greater than it was when your loans entered the plan. Failure to submit documentation by the deadline will result in capitalization of interest and increase in payment amount.</td>
</tr>
<tr>
<td>ICR</td>
<td>No restrictions.</td>
</tr>
<tr>
<td>PAYE</td>
<td>You must again show that you have a &quot;partial financial hardship&quot;. If you can no longer meet this requirement, your Plan will be placed on the standard payment amount.</td>
</tr>
<tr>
<td>Family Size</td>
<td>None.</td>
</tr>
<tr>
<td>Borrower</td>
<td>You must be a Direct Loan borrower with eligible loans.</td>
</tr>
<tr>
<td>Eligibility</td>
<td>None.</td>
</tr>
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</table>

**SECTION 10: INCOME-DRIVEN PLAN ELIGIBILITY REQUIREMENTS AND GENERAL INFORMATION**

You must again show that you have a "partial financial hardship". If you are determined to no longer have a "partial financial hardship", your new REPAYE plan payment amount is 10% greater than it was when your loans entered the plan. Failure to submit documentation by the deadline will result in capitalization of interest and increase in payment amount. |

If you are determined to no longer have a "partial financial hardship", your new REPAYE plan payment amount is 10% greater than it was when your loans entered the plan. Failure to submit documentation by the deadline will result in capitalization of interest and increase in payment amount. |

You must again show that you have a "partial financial hardship". If you can no longer meet this requirement, your Plan will be placed on the standard payment amount. |

No restrictions. |

You must be a Direct Loan borrower with eligible loans. |

None. |

You must be a Direct Loan borrower with eligible loans. |

None. |

You must be a Direct Loan borrower with eligible loans. |

None. |
### Table 3. Non-Consolidation, Graduate Loan Debt of $60,000 in Direct Unsubsidized Loans and Starting Income of $40,000

<table>
<thead>
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<th>Payment Plan</th>
<th>Initial Loan Repayment</th>
<th>Final Loan Repayment</th>
<th>Total Loan Repayment</th>
<th>Time in Repayment</th>
<th>Forgiveness Paid</th>
<th>Forgiveness Total</th>
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<tr>
<td>Graduate</td>
<td>$190</td>
<td>$582</td>
<td>$772</td>
<td>10 years</td>
<td>$437</td>
<td>$437</td>
</tr>
<tr>
<td></td>
<td>$381</td>
<td>$1,143</td>
<td>$1,524</td>
<td>10 years</td>
<td>$85,272</td>
<td>$85,272</td>
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<td>Extended-Graduate</td>
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</tr>
<tr>
<td>Standard</td>
<td>$666</td>
<td>$666</td>
<td>$1,332</td>
<td>10 years</td>
<td>$79,935</td>
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</tr>
<tr>
<td></td>
<td>$333</td>
<td>$333</td>
<td>$666</td>
<td>10 years</td>
<td>$333</td>
<td>$333</td>
</tr>
<tr>
<td>Fixed</td>
<td>$437</td>
<td>$437</td>
<td>$874</td>
<td>10 years</td>
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<td>$437</td>
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### Table 2. Non-Consolidation, Undergraduate Loan Debt of $30,000 in Direct Unsubsidized Loans and Starting Income of $25,000

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<th>Payment Plan</th>
<th>Initial Loan Repayment</th>
<th>Final Loan Repayment</th>
<th>Total Loan Repayment</th>
<th>Time in Repayment</th>
<th>Forgiveness Paid</th>
<th>Forgiveness Total</th>
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<td>Graduated</td>
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<td>$582</td>
<td>$772</td>
<td>10 years</td>
<td>$437</td>
<td>$437</td>
</tr>
<tr>
<td></td>
<td>$381</td>
<td>$1,143</td>
<td>$1,524</td>
<td>10 years</td>
<td>$85,272</td>
<td>$85,272</td>
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<tr>
<td>Extended-Graduate</td>
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<tr>
<td>Standard</td>
<td>$666</td>
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<td>$1,332</td>
<td>10 years</td>
<td>$79,935</td>
<td>$79,935</td>
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<td></td>
<td>$333</td>
<td>$333</td>
<td>$666</td>
<td>10 years</td>
<td>$333</td>
<td>$333</td>
</tr>
<tr>
<td>Fixed</td>
<td>$437</td>
<td>$437</td>
<td>$874</td>
<td>10 years</td>
<td>$437</td>
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<tr>
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<td>$190</td>
<td>$582</td>
<td>$772</td>
<td>10 years</td>
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<tr>
<td>Extended-Fixed</td>
<td>-</td>
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<tr>
<td>Ineligible</td>
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</tbody>
</table>
SECTION 12: IMPORTANT NOTICES

**Privacy Act Notice.** The Privacy Act of 1974 (5 U.S.C. 552a) requires that the following notice be provided to you:

The authorities for collecting the requested information from and about you are §421 et seq. and §451 et seq. of the Higher Education Act of 1965, as amended (20 U.S.C. 1071 et seq., and 20 U.S.C. 1087a et seq.), and the authorities for collecting and using your Social Security Number (SSN) are §§428B(f) and 484(a)(4) of the HEA (20 U.S.C. 1078-2(f) and 1091(a)(4)) and 31 U.S.C. 7701(b).

Participating in the Federal Family Education Loan (FFEL) Program or the William D. Ford Federal Direct Loan (Direct Loan) Program and giving us your SSN are voluntary, but you must provide the requested information, including your SSN, to participate.

The principal purposes for collecting the information on this form, including your SSN, are to verify your identity, to determine your eligibility to receive a loan or a benefit on a loan (such as a deferment, forbearance, discharge, or forgiveness) under the FFEL and/or Direct Loan Programs, to permit the servicing of your loans, and, if it becomes necessary, to locate you and to collect and report on your loans if your loans become delinquent or default. We also use your SSN as an account identifier and to permit you to access your account information electronically.

The information in your file may be disclosed, on a case-by-case basis or under a computer matching program, to third parties as authorized under routine uses in the appropriate systems of records notices. The routine uses of this information include, but are not limited to, its disclosure to federal, state, or local agencies, to private parties such as relatives, present and former employers, business and personal associates, to consumer reporting agencies, to financial and educational institutions, and to guaranty agencies in order to verify your identity, to determine your eligibility to receive a loan or a benefit on a loan, to permit the servicing or collection of your loans, to enforce the terms of the loans, to investigate possible fraud and to verify compliance with federal student financial aid program regulations, or to locate you if you become delinquent in your loan payments or if you default. To provide default rate calculations, disclosures may be made to guaranty agencies, to financial and educational institutions, or to state agencies. To provide financial aid history information, disclosures may be made to educational institutions.

To assist program administrators with tracking refunds and cancellations, disclosures may be made to guaranty agencies, to financial and educational institutions, or to federal or state agencies. To provide a standardized method for educational institutions to efficiently submit student enrollment statuses, disclosures may be made to guaranty agencies or to financial and educational institutions. To counsel you in repayment efforts, disclosures may be made to guaranty agencies, to financial and educational institutions, or to federal, state, or local agencies.

In the event of litigation, we may send records to the Department of Justice, a court, adjudicative body, counsel, party, or witness if the disclosure is relevant and necessary to the litigation. If this information, either alone or with other information, indicates a potential violation of law, we may send it to the appropriate authority for action. We may send information to members of Congress if you ask them to help you with federal student aid questions. In circumstances involving employment complaints, grievances, or disciplinary actions, we may disclose relevant records to adjudicate or investigate the issues. If provided for by a collective bargaining agreement, we may disclose records to a labor organization recognized under 5 U.S.C. Chapter 71. Disclosures may be made to our contractors for the purpose of performing any programmatic function that requires disclosure of records. Before making any such disclosure, we will require the contractor to maintain Privacy Act safeguards. Disclosures may also be made to qualified researchers under Privacy Act safeguards.

**Paperwork Reduction Notice.** According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid Office of Management and Budget (OMB) control number. The valid OMB control number for this information collection is 1845-0102. Public reporting burden for this collection of information is estimated to average 20 minutes (0.33 hours) per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection. Individuals are obligated to respond to this collection to obtain a benefit in accordance with 34 CFR 682.215, 685.209, or 685.221.

If you have comments or concerns regarding the status of your individual submission of this form, please contact your loan holder directly (see Section 7).