



# Forbearance Request

Please enter or correct the following information. If correction, check this box

Borrower Social Security Number [ ] [ ] [ ] - [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ]

Borrower Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone - Home (            ) \_\_\_\_\_

Telephone - Work (            ) \_\_\_\_\_

Dear Borrower:

If you are having difficulties making your student loan(s) payments and you are ineligible for a deferment, you may be able to receive temporary financial relief through forbearance.

A forbearance allows you a temporary reduction or postponement of your loan payments. However, during a period of forbearance, you will be charged with the interest that accrues. We will add any unpaid interest to your principal (capitalization) at the end of your forbearance, or you can choose to pay the interest as it accrues.

**IF YOU ARE PAST DUE ON YOUR PAYMENTS, IT IS ESPECIALLY IMPORTANT THAT YOU COMPLETE AND RETURN THIS FORM TO YOUR LENDER/SERVICER AS SOON AS POSSIBLE!** If you have loans with more than one lender, you must send a completed form to **each** lender/servicer. Collection activities will continue until your lender/servicer receives and approves a completed request form (e.g., late notices will be sent, phone calls will be made). If your payments become seriously past due, the delinquency will be reported to a national credit bureau.

If you would like to apply for a forbearance, please fill out this form **completely** and return it as soon as possible. Completion and submission of this form **does not** guarantee your request will be approved. You should receive official notification of the approval/denial within 30 days of your lender's receipt of this forbearance request. If your request is approved, this forbearance will be applied to **ALL** of your student loans serviced by the receiving lender, unless you provide instructions to the contrary.

Note: If you have a co-maker loan(s), each co-maker must complete and submit a request form.

## Section 1— Borrower Section

### Borrower/Co-maker Request

I request a forbearance to cover any amount currently due on my loan(s). I request the forbearance to end on \_\_\_\_\_ (month/year). This combined period can not exceed a total of 12 months. The combined period equals any delinquency period plus any additional period requested.

Although I intend to repay my student loan(s), I am temporarily unable to make payments because: \_\_\_\_\_

\_\_\_\_\_

By checking this box, I am requesting **written** notification of an approved forbearance.

### Understandings and Certification

I understand that: **(1)** my lender will not consider this forbearance request unless all applicable sections are completed; **(2)** if my loan(s) has joint borrowers (co-makers), each borrower must complete a separate request form; **(3)** The forbearance will cover number of days I am past due plus the period of time I am unable to make payments (not exceed 12 months). I am willing but currently unable to repay this past due amount. I intend to repay my loan(s); and **(4)** interest continues to accrue during the forbearance period. I have the option of making interest payments during the forbearance. However, any accrued interest which I do not pay may be capitalized by my lender as permitted by law. I also have the option of making additional payments during the forbearance period which would reduce the total amount I owe on my student loan(s).

I certify under penalty of perjury that: **(1)** the information I provided is true and correct; **(2)** I have read and I understand the terms and conditions of the forbearance for which I am applying; and **(3)** I agree, upon termination of this forbearance, to repay this loan(s) according to the terms of my promissory note and repayment schedule. I understand that I will be notified of my next payment due date and the amount when this forbearance ends.

Borrower or Co-maker (if applicable) Signature \_\_\_\_\_ Date \_\_\_\_\_

## Section 2 — Lender Section (Optional)

- The holder of this loan(s) believes, based on the borrower's statement above and/or other communications recorded in the account history, that the borrower does intend to repay the loan(s) but is currently unable to make payments.

The forbearance is approved for the period \_\_\_\_\_ (mm/dd/yy) to \_\_\_\_\_ (mm/dd/yy).

- The forbearance request is denied for the following reason(s): \_\_\_\_\_

Approved by Authorized Official \_\_\_\_\_ Date \_\_\_\_\_

## Section 3 — Definitions and Policy

### Definitions

- A **forbearance** is a temporary reduction or cessation of payments. During a period of forbearance, interest charges continue to accrue.
- **Capitalization** is a process through which a lender adds unpaid interest to the principal balance of a loan. This increases the principal balance of the loan resulting in increased interest charges over the life of the loan.
- A **co-maker** is one of two individuals who are joint borrowers on a Parent Loan for Undergraduate Students (PLUS) or Consolidation Loan and are equally responsible for repaying the loan.

### Policy

- The forbearance period will cover the number of days the borrower is delinquent plus the number of days the borrower is unable to make payments on the loan (not to exceed 12 months).
- A forbearance request will be denied if it is received by the lender/servicer more than 60 days prior to the due date on the loan(s).
- The **ending date** of the forbearance will be no later than 12 months into the future.
- The maximum number of forbearance months is 24. An additional 12 months **may** be available upon lender/servicer approval.
- Any unpaid interest will be capitalized at the end of the forbearance period. An interest statement will be sent to the borrower at least quarterly.
- Approved forbearances will be routinely processed up to the point the borrower defaults (180 days delinquent). After default, the processing of a qualified forbearance will be at the lender's discretion.
- A completed forbearance request form will be processed within 10 business days of receipt by the lender/servicer.