

REQUEST FOR CANCELLATION

Partial cancellation is provided for each year of teaching, employment or service in an eligible field. Please submit a completed form when you have completed 12 months of employment/service (an academic year or two consecutive semesters for teachers).

To Apply for Cancellation

- Complete Sections I, II, and III of the enclosed form.
- In Section I, check the box for the type of teaching, employment, or service that makes you eligible for partial cancellation of your student loan. Teachers must indicate the exact name and location (district, city, county, and state) of the specific school. Teachers of special education must submit job descriptions that detail the percentage of handicapped students in the classroom, the ages of the students, and the nature of their handicaps. Other professionals also may need to submit job descriptions; please see the form for details.
- In Section II, provide your job title. Teachers must indicate the grade levels and subjects taught. Nurses and Medical Technicians must indicate the dates on which they passed the State board examinations and the dates on which they received their professional licenses.
- In Section III, check the box to apply for "partial cancellation". Enter the dates that cover your completed year of employment or service. Teachers should enter the dates that school was in session for the current academic year. If you will be continuing your eligible employment or service, also complete Section III for "deferment of payments". Deferment is used to suspend billing during a year of eligible employment/service in anticipation of another partial cancellation.
- Sign the form.
- Attach a job description, if required.
- In Section IV, have your employer/service organization certify your status. Certification must include the stamp or seal of the organization. If no seal or stamp is available, have the organization certify your duties and dates of employment on organization letterhead. (NOTARY PUBLIC SEALS and COPIES ARE NOT ACCEPTABLE) DO NOT have your form certified before you actually begin work or service. Forms completed or certified early cannot be accepted and will be returned to you.

IMPORTANT: Teachers: to receive deferment for the upcoming academic year, you must submit a copy of your contract or a letter of intent from your school district indicating that you are under contract for the upcoming school year. Deferment suspends billing; no payments are due during a year of qualifying employment or service. We will send you the necessary cancellation form to request reduction of your loan balance at the end of your qualifying year of employment or service. If you submit a cancellation form and apply for cancellation and/or deferment at the beginning of each new year, you should not receive any unnecessary billing statements while you remain eligible for benefits.