



California Polytechnic State University
Student Accounts Office
Administration Building, Room 211
SLO, CA 93407
(805) 756-1428

FEDERAL PERKINS STUDENT LOAN EXIT INTERVIEW PACKET

Please read all provided instructions, and then complete and submit the following (3) documents *together* to the Student Accounts Office (completed exit packet submission options are referenced at the bottom of this form):

- **Perkins Disclosure Statement** (also referred to as a Truth in Lending Statement)
This form must be requested by emailing studentaccounts-loans@calpoly.edu . Include your name and ID#.
- **Statement of Rights & Responsibilities** (2 pages)
This form is included in this packet.
- **Student Loan Worksheet** (2 pages)
This form is included in this packet.

Because you have entered into a legal and binding student loan repayment agreement, all information requested in the exit interview process is *required without exception*. The most common mistakes made on these forms are:

- Answering Worksheet questions with, "N/A" (this is never an acceptable response);
- Leaving a Worksheet line blank;
- Illegible writing, or completing and signing in pencil; and
- Not answering the question at the top of the Statement of Rights & Responsibilities form.

The two page Student Loan Worksheet must be completed with *acceptable responses*. Please use the information provided below as a guide:

BORROWER INFORMATION:

- All requested information is required *except* cell and pager information. However, including it is recommended, as it can help in our efforts to keep your account current.
- **The complete Social Security Number is required on each document.**
- **We would prefer that you provide your personal email address on this document**, not your Cal Poly assigned email address. However, if you do not have a personal email address, please provide the Cal Poly assigned address.
- If you do not have a local address, you may answer "same as permanent address" in the local address section.

SPOUSAL INFORMATION:

- If you answered "yes" to question (3), please complete this section. Otherwise, leave it blank.

BORROWER'S PARENTAL INFORMATION:

- No matter your age, unless a parent is deceased, or you have no contact, this information is required (do not leave the line blank. Please respond with *Deceased, No Contact, Ward of the Court*, etc.). Your parents will never be expected to repay your loan. The information is used for contact purposed only (if we cannot reach you at an address you have provided, we will contact the parent for assistance).
- If your parents are divorced, you still need to reference both.
- Please refer to the *Employer Responses* section for additional information.

SPOUSE'S PARENTAL INFORMATION:

- If you are not married you may leave this section blank. Otherwise, the information is required. Please refer to the *Borrower's Parental Information* section (above) for assistance.

REQUIRED REFERENCE INFORMATION:

- All references must be at least 18 years of age; reside in the United States; and have a home address & phone number.
- Unless the reference you are listing is a relative, the reference cannot be a Cal Poly staff member or current Cal Poly student.
- No reference you list can have the same home address or phone number as you, your parents, or other references listed.
- If the reference is attending college (other than Cal Poly), please use the reference's permanent home address, NOT the school address.
- References CAN have the same employer.

EMPLOYER RESPONSES:

- If employed, all information is required.
- If a student, indicate school of attendance.
- If unemployed, please indicate.
- If self-employed, please indicate - and include cell phone #.

DO NOT:

- **Do not** leave a line blank, unless instructed to do so.
- **Do not** sign any document in pencil.
- **Do not** use "N/A" on any line.
- **Do not** cross through a line.
- **Do not** forget the zip codes.

EXIT PACKET SUBMISSION OPTIONS:

Mail or walk-in: use the address at the top of this form.

Fax: (805) 756-2774

Email attachment:

studentaccounts-loans@calpoly.edu .



Cal Poly, San Luis Obispo

REV 10/12

CUMULATIVE BALANCE STATEMENT

Federal Perkins Student Loan Program

PLEASE READ THIS INFORMATION, AND THEN CIRCLE THE **YES** AT THE TOP OF THE ENCLOSED RIGHTS & RESPONSIBILITIES FORM. THANK YOU.

Dear Perkins Loan Borrower:

As your Federal Perkins loan lender, California Polytechnic State University, SLO (Cal Poly, SLO), is required to advise you of your Perkins student loan balance at least once a year. Please use the following to access your loan account information:

- To review your Cal Poly, SLO Federal Perkins loan balance, please access the billing service (ECSI¹) web site²:

WWW.ECSI.NET or CSERVICE@ECSI.NET³

- To determine what your estimated monthly Perkins loan payment amount would be, based on your Perkins loan balance, please use the following calculation:

Amount borrowed x .0106065 (constant multiplier) = Estimated monthly payment amount⁴

- To review ALL your federal student loan debt, please access the following website:

National Student Loan Database (NSLDS): WWW.NSLDS.ED.GOV⁵

RECEIVING THIS NOTIFICATION DOES NOT MEAN THAT PAYMENT IS EXPECTED AT THIS TIME

This notification is for informational purposes only, and is being provided to satisfy a Federal Perkins loan disclosure of information requirement.

STUDENT LOAN EXIT INTERVIEW REQUIREMENT

Federal Perkins loan borrowers are federally required to complete the exit interview requirement in their last term with at least half-time enrollment at the school that disbursed the loan funds (Cal Poly). Please be advised that if – *for any reason* – you will be enrolled in less than half-time units (undergrad = 6 units; grad = 4 units) for *6 or more consecutive calendar months* (summer term *DOES* count), a hold will be placed on your Cal Poly records until you complete the exit interview requirement for each affected loan. You will not have access to registration or transcripts until the exit process is successfully completed, or the loan in question is paid in full – whichever occurs first.

Please access Cal Poly's on line exit interview instruction page to complete the required process⁶:

http://afd.calpoly.edu/Student_Accounts/student_loan_exit_interviews.asp?pid=3

If you have questions regarding any of the information on this Cumulative Balance Statement, please email your Cal Poly Repayment Counselor: studentaccounts-loans@calpoly.edu (include your name and ID# with all correspondence).

¹ ECSI is the contracted student loan billing service for the CSU system. If the CSU changes billing services each affected student loan borrower will be notified.

² It will take a few weeks after your disbursement date for your Perkins loan information to be available on the billing service (ECSI) website.

³ At least once a year, ECSI will send you an email advising you of your loan balance. The email may also include account log in instructions.

⁴ Calculation based on a ten year repayment period and a 5% interest rate. Minimum payment amounts do apply and will depend on when the borrower took out his/her first Perkins loan. Any loan made on or after 10/01/92 to a borrower who had outstanding Perkins loans will have a minimum monthly payment amount of \$30. All other borrowers will have a minimum monthly payment amount of \$40.

⁵ It will take about 4 to 6 weeks after you receive your federal loan disbursements for this site to reflect your most recent federal loan disbursement(s).

⁶ Although ECSI offers exit interview services, Cal Poly requires its student loan borrowers to complete the exit interview requirement through Cal Poly ONLY. Completing the exit process through ECSI services will NOT remove the records hold.

**Cal Poly, San Luis Obispo
STATEMENT OF RIGHTS & RESPONSIBILITIES**

Page 1 of 2

Federal Perkins Student Loan Program



I HAVE RECEIVED & READ THE CUMULATIVE BALANCE STATEMENT PROVIDED IN THIS LOAN PACKET (circle one): YES or NO

Perkins loan lender:

California Polytechnic State University
Student Accounts Office
Administration Bldg., Room 211
San Luis Obispo, CA 93405
(805) 756-2608

Studentaccounts-loans@calpoly.edu

Perkins loan billing service:

ECSI
181 Montour Run Road
Coraopolis, PA 15108
(888) 549-3274

www.ecsi.net or
cservice@ecsi.net

I understand that (please read and initial each line):

- _____ 1) Acceptance of a disbursement under the loan program signifies my understanding and agreement of all regulations as stated in my promissory note.
- _____ 2) I am obligated to pay the full amount of the loan even if I have not completed the program, have not completed the program within the regular time frame for program completion, am unable to obtain employment upon completion, or am otherwise dissatisfied with or did not receive educational or other services that I purchased from Cal Poly, SLO.
- _____ 3) In my last quarter of continued half-time enrollment (undergrad = 6 units; grad = 4 units) I must successfully complete my REQUIRED student loan exit interview. I will do so by logging on to my Portal > MONEY MATTERS tab > click on the Student Debt Exit link (available in the Financial Links box). Failure to complete the exit process as requested will result in Cal Poly withholding all services until the exit interview is completed, or the loan is paid in full – whichever occurs first.
- _____ 4) Taking a school-approved leave of absence, or dropping below half-time enrollment FOR ANY REASON will automatically put me in my student loan grace period (Perkins = 9 month grace period).
- _____ 5) At any time during repayment I may request alternative repayment information – including loan deferment, forbearance, consolidation and loan rehabilitation – by contacting the billing service, ECSI, or accessing the following Cal Poly web site:
http://www.afd.calpoly.edu/Student_Accounts/LND_StudentLoan.asp?pid=3 .
- _____ 6) Cal Poly, and/or it's contracted billing service, ECSI, DOES, at least annually, report all repayment information to the three major credit bureaus. Accurately reported information is NOT negotiable, even after the loan has been paid in full.
- _____ 7) There is never a prepayment penalty. I may make payment in excess of the amount expected at any time. Unless otherwise notified, any amounts received in excess of the amount expected will be applied to the principal balance and will NOT take the place of my regularly scheduled payments.
- _____ 8) If I choose to pay off the loan within my grace period I will not be charged any interest.
- _____ 9) My loan may be subject to late fees of up to 20% of the past due installment.
- _____ 10) I must, without exception, notify the billing service, ECSI within 10 days if A) I withdraw from Cal Poly; B) my name should change (will need to provide verification of name change); C) I transfer to another school (enrollment verification will be required); D) I drop below half-time enrollment at any school I am attending; E) my billing address or phone number should change (do NOT rely on the postal service to notify the billing service. Contact ECSI on your own); or F) I think I am eligible to postpone or cancel loan payments (cancellation eligibility determined through the timely submission of all required forms and information. Contact ECSI for more information.
- _____ 11) If I fail to repay my loan as agreed, my loan may be assigned to a collection agency, and may be accelerated (loan balance due and payable IN ITS ENTIRETY); deferment, postponement and cancellation benefits may no longer be available; I will be subject to adverse credit reporting; and I may be subject to pay all collection, court, and attorney's fees if my loan becomes, or persists to be, past due without appropriate arrangements being made to bring the loan current.
- _____ 12) I am expected to contact the billing service, ECSI, to discuss deferment and forbearance options before the due date if I cannot make the expected payment on time. Cal Poly will withhold services until my delinquent/defaulted loan account has been brought current or paid in full.

COMPLETE BOTH PAGES OF THIS WORKSHEET AND SUBMIT WITH SUPPORTING DOCUMENTS (SEE PAGE ONE)

BORROWER INFORMATION:

1. NAME: FIRST MIDDLE LAST			2. DATE OF BIRTH: (MO/DAY/YEAR)		
3. MARTIAL STATUS: <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED		4. SOCIAL SECURITY NUMBER		5. DRIVER'S LICENSE OR STATE IDENTIFICATION CARD STATE: NUMBER:	
6. LOCAL (SCHOOL) ADDRESS. IF YOU DON'T HAVE ONE YET, COMPLETE PERMANENT ADDRESS ONLY.			7. PERMANENT MAILING ADDRESS. REFERENCE AN ADDRESS WHERE YOU CAN ALWAYS GET YOUR MAIL		
CITY STATE ZIP			CITY STATE ZIP		
8. REQUIRED PHONE NUMBERS:	LOCAL AT SCHOOL (WITH AREA CODE)		PERMANENT (WITH AREA CODE)		WORK (WITH AREA CODE & EXTENSION)
9. MORE REQUIRED INFORMATION:	E-MAIL ADDRESS (PLEASE PROVIDE YOUR PERMANENT EMAIL ADDRESS, NOT YOUR SCHOOL EMAIL)			CELL PHONE (WITH AREA CODE)	
10. BORROWER'S EMPLOYER, NAME OF COMPANY AND COMPLETE MAILING ADDRESS					

SPOUSE INFORMATION: IF YOU ARE NOT MARRIED SKIP TO QUESTION #15

11. NAME: FIRST MIDDLE LAST			12. DATE OF BIRTH: (MO/DAY/YEAR)		
13. SOCIAL SECURITY NUMBER		14. IS YOUR SPOUSE ATTENDING SCHOOL? <input type="checkbox"/> NO <input type="checkbox"/> YES		IF "YES" WHERE? NAME, CITY & STATE OF SCHOOL	

BORROWER'S PARENTAL INFORMATION: (REQUIRED)

15. FATHER: NAME: FIRST MIDDLE LAST				FATHER'S EMPLOYER			
MAILING ADDRESS				EMPLOYER'S MAILING ADDRESS			
CITY STATE ZIP		PHONE NO. WITH AREA CODE		CITY STATE ZIP		PHONE NO. WITH AREA CODE	
16. MOTHER: NAME: FIRST MIDDLE LAST				MOTHER'S EMPLOYER			
MAILING ADDRESS				EMPLOYER'S MAILING ADDRESS			
CITY STATE ZIP		PHONE NO. WITH AREA CODE		CITY STATE ZIP		PHONE NO. W/ AREA CODE	

SPOUSE'S PARENTAL INFORMATION: REQUIRED IF YOU ARE MARRIED; OTHERWISE SKIP TO QUESTION #19

17. FATHER: NAME: FIRST MIDDLE LAST			18. MOTHER: NAME: FIRST MIDDLE LAST		
MAILING ADDRESS		HOME: AREA CODE & PHONE NO.	MAILING ADDRESS		HOME: AREA CODE & PHONE NO.
CITY	STATE	ZIP	WORK: AREA CODE & PHONE NO.	CITY	STATE
				ZIP	WORK: AREA CODE & PHONE NO.

REFERENCES: Please review page 1 of this packet for more information.

19. List two (2) relatives, other than your parents, who will always know your address. You may use close family friends if you do not have relatives with U. S. addresses. Each reference must have a different home address and phone number and they cannot be the same as yours, your parents, or any other reference listed. References must be at least 18 years old, and cannot be Cal Poly students or staff.

1. RELATIVE REFERENCE NAME	HOME: AREA CODE & PH #	EMPLOYER NAME	EMPLOYER: AREA CODE & PH#
HOME: MAILING ADDRESS		CITY	STATE
			ZIP

2. RELATIVE REFERENCE NAME	HOME: AREA CODE & PH #	EMPLOYER NAME	EMPLOYER: AREA CODE & PH #
HOME: MAILING ADDRESS		CITY	STATE
			ZIP

20. List three (3) references, other than Cal Poly students, staff, or previously listed references who will always know your address. Each reference must have a different home address and phone number and they cannot be the same as yours, your parents, or any other reference listed. References must be at least 18 years old and reside in the United States.

1. REFERENCE NAME	HOME: AREA CODE & PHONE NO.	EMPLOYER NAME	EMPLOYER: AREA CODE & PHONE NO.
HOME: MAILING ADDRESS		CITY	STATE
			ZIP

2 REFERENCE NAME	HOME: AREA CODE & PHONE NO.	EMPLOYER NAME	EMPLOYER: AREA CODE & PHONE NO.
HOME: MAILING ADDRESS		CITY	STATE
			ZIP

3. REFERENCE NAME	HOME: AREA CODE & PHONE NO.	EMPLOYER NAME	EMPLOYER: AREA CODE & PHONE NO.
HOME: MAILING ADDRESS		CITY	STATE
			ZIP

I certify that to the best of my knowledge the information provided is true and correct and agree to its use (by Cal Poly or any contracted third party) in the event I default on my loan. I acknowledge that I am receiving a loan that must be repaid, and that I am required to notify Cal Poly, and the student loan billing service, ECSI, of all changes until the loan is paid in full. I understand that my failure to repay this loan as outlined in the promissory note terms and conditions will result in Cal Poly, SLO withholding all University services until my loan delinquency is resolved.

 Date of Signature Print Full Name Signature Complete Social Security Number



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REVIEW YOUR FORMS BEFORE SUBMISSION

Make sure you review all your forms and submit them together. Incomplete forms will be rejected and returned to the student. A records hold will be added to your account and will not be removed until the exit interview process is successfully completed, or the loan is paid in full – whichever occurs first.

Disclosure Statement (also referred to as a Truth in Lending Statement):

- You must request your Disclosure Statement by email: studentaccounts-loans@calpoly.edu . Include your full name and ID# with your request.
- If you have more than one institutional loan type, you will have a Disclosure Statement for each.
- Make sure you read the information on the Disclosure Statement. Let your exit counselor know if you have questions: studentaccounts-loans@calpoly.edu .
- Sign and date the Disclosure Statement. Keep a copy for your records.

Statement of Rights & Responsibilities:

- Please answer the Y/N question at the top of the page. **Note:** the Cumulative Balance Statement is included in the packet.
- Please initial each line item after reading it.
- If you have more than one institutional loan type, you will have more than one Statement of Rights & Responsibilities.
- After reading the information on the Statement of Rights & Responsibilities form, let your exit counselor know if you have questions: studentaccounts-loans@calpoly.edu .

Student Loan Worksheet (2 page document):

- Make sure you read over the instruction page that is included in this packet.
- Provide all required information and sign and date the bottom of the second page.
- If you have more than one institutional loan, you need only submit one completed Student Loan Worksheet.
- Keep a copy for your records.

Exit interview packet submission options:

You may submit your completed forms together using one of the following submission methods:

- In person, or by mail: refer to the address at the top of this form.
- By fax: (805) 756-2774.
- By email attachment: studentaccounts-loans@calpoly.edu .