

Loan Change Instructions

- Use one line for each change. Status changes for more than one borrower can be reported on one form.
- Do not report Paid-in-Full changes on loans being transferred to another lender, sold to a secondary market, or paid by the guarantor as a claim.
- Status changes for multiple loan types must be reported as separate activity codes.
- You may submit Loan Change forms as each form is completed or in a group. Please submit your changes at least monthly.
- Do not submit any supporting documentation with this form.
- Send the original to the guarantor at the appropriate address, or fax it to the number shown on the front of this form. Retain a copy for your records.
- If you have any questions, please contact our Caller Information and Assistance Department at the number shown on the front of this form.

Enter the following information for all transactions.

1. Enter the Lender/Servicer name, ED Code (Reinsurer Assigned ID), the telephone number **with area code and extension**, the printed name of the person submitting this form, and today's date **(MM/DD/YYYY)**.

To report a Deferment or Forbearance complete the following areas:

- **If you are reporting an in-school parent/PLUS deferment, enter the student's enrollment information on the next line below. Enter enrollment information by completing columns 2, 3, 9, 10, 11, 12, and 13.**

2. Enter the borrower/student's complete Social Security Number.
3. Enter the borrower/student's complete name [**Last name, first name, middle initial, and suffix (Sr., Jr., III, etc.)**].
4. Enter the guarantor assigned Loan Disbursement ID or the first disbursement date of the loan **(MM/DD/YYYY)**.
5. Enter one of the loan types below.

C—Federal Consolidation Loan	P—Federal PLUS Loan
F—Subsidized Federal Stafford	S—Federal SLS Loan
U—Unsubsidized Federal Stafford	

6. Enter a deferment/forbearance type code from the list of codes below:

AC—Action Program	HT—Half-time Student	TD—Temporary Disability
AP—Armed Forces	IR—Intern/Residency	TE—Tax Exempt Organization
EH—Economic Hardship	NO—National Oceanic Admin.	TS—Teacher Shortage
FD—Forb. Discretionary	PC—Peace Corps	UE—Unemployment < 3 yrs
FM—Forb. Mandatory	PL—Parental Leave	UN—Unemployment < 2 yrs
FT—Full-time Student	PP—Parental PLUS Borr.	WM—Working Mother
GF—Graduate Fellowship	RT—Rehabilitation Training	

7. Enter the deferment/forbearance start date **(MM/DD/YYYY)**. **(Cannot be a future date.)**
8. Enter the deferment/forbearance end date **(MM/DD/YYYY)**.

In the case of an in-school deferment,

9. Enter the school's ED Code **(Reinsurer Assigned ID)**.
10. Enter the enrollment certification date **(MM/DD/YYYY)**. **(Cannot be a future date.)**
11. Enter the current enrollment status with an "F" for full-time or an "H" for half-time status.
12. Enter the effective date of the enrollment status **(MM/DD/YYYY)**.
13. Enter the anticipated completion date of the student's course of study **(MM/DD/YYYY)**.

To report a loan Paid-in-full or Conversion to Repayment or MPN Revocation complete the following areas:

14. Enter the activity code for the appropriate transaction (**C = Conversion to Repayment, PFC = Paid-In-Full by Consolidation, PIF = Paid-In-Full by Borrower Payments, R = Revocation**).
15. Enter the borrower's complete Social Security Number.
16. Enter the borrower's complete name [**Last name, first name, middle initial, and suffix (Sr., Jr., III, etc.)**].
17. Enter the first disbursement date of the loan or borrower's MPN signature date **(MM/DD/YYYY)**.
18. Enter the guaranteed loan amount **(Conversion to Repayment activity code only)**.
19. Enter one of the loan types below: **(Conversion to Repayment, PFC and PIF only)**

C—Federal Consolidation Loan	P—Federal PLUS Loan
F—Subsidized Federal Stafford	S—Federal SLS Loan
U—Unsubsidized Federal Stafford	

20. Enter the date the paid-in-full, conversion to repayment transaction was applied to your records or MPN revocation effective date **(MM/DD/YYYY)**.
21. Enter the first payment date **(MM/DD/YYYY)** **(Conversion to Repayment activity code only)**.
22. Enter the final payment date **(MM/DD/YYYY)** **(Conversion to Repayment activity code only)**.
23. Enter Revocation Reason code: **(B = Borrower Requested, BK = Borrower filed bankruptcy, D = Borrower outstanding loans are delinquent, LR = Lender is serving as a lender of last resort)**. **SLGFA will cancel all future disbursements when the revocation is processed.**