

### Supporting Documentation for Assignment of Perkins Loans

Status of the Loan	Required Documents	Alternative Required Documents (Only if Original Promissory Note or Master Promissory Note Does Not Exist)	Extenuating Circumstances Documentation
<b>In School or Grace</b>	<ul style="list-style-type: none"> <li>• Original Promissory Note or</li> <li>• Master Promissory Note with Disbursement Records</li> </ul>	<ul style="list-style-type: none"> <li>• Certified True Copy of Front and Back of Promissory Note or Master Promissory Note with Disbursement Records</li> </ul>	<ul style="list-style-type: none"> <li>• Approval letter from Federal Student Aid for other acceptable alternative documentation</li> </ul>
<b>In Repayment—No Default</b>	<ul style="list-style-type: none"> <li>• Original Promissory Note or</li> <li>• Master Promissory Note with Disbursement Records</li> <li>• Repayment Records</li> </ul>	<ul style="list-style-type: none"> <li>• Certified True Copy of Front and Back of Promissory Note or</li> <li>• Master Promissory Note with Disbursement Records</li> <li>• Repayment Records</li> </ul>	<ul style="list-style-type: none"> <li>• Approval letter from Federal Student Aid for other acceptable alternative documentation</li> </ul>
<b>In Repayment—Default School Has Not Initiated Legal Action Against the Borrower</b>	<ul style="list-style-type: none"> <li>• Original Promissory Note or</li> <li>• Master Promissory Note with Disbursement Records</li> <li>• Repayment Records</li> </ul>	<ul style="list-style-type: none"> <li>• Certified True Copy of Front and Back of Promissory Note or</li> <li>• Master Promissory Note with Disbursement Records</li> <li>• Repayment Records</li> </ul>	<ul style="list-style-type: none"> <li>• Approval letter from Federal Student Aid for other acceptable alternative documentation</li> </ul>

#### Notes

*Disbursement record* is the evidence supporting each disbursement and would include the date and amount of every disbursement.

*Repayment record* is an accounting record or listing of each payment received for the Perkins Loan and would include any deferments or forbearance periods. If no payments have been received for the Perkins Loan this information would need to be included.

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<p><b>In Repayment—Default Judgment Initiated—Decision Not Yet Rendered</b></p> <p><b>Assignment by a School Not Liquidating or Closing</b></p>	<p>Loan cannot be assigned until judgment is rendered.</p>		
<p><b>In Repayment—Default Judgment Initiated—Decision Not Yet Rendered</b></p> <p><b>Assignment by a School Liquidating or Closing</b></p>	<ul style="list-style-type: none"> <li>• At the specific request of the Department, documentation that the school requested the court to end the judgment proceedings or request the court to name the Department as the creditor</li> <li>• All documents related to the school's filing the request for judgment</li> <li>• Original Promissory Note or Master Promissory Note with Disbursement Records</li> <li>• Repayment Records</li> </ul>	<ul style="list-style-type: none"> <li>• At the specific request of the Department, documentation that the school requested the court to end the judgment proceedings or request the court to name the Department as the creditor</li> <li>• All documents related to the school's filing the request for judgment</li> <li>• Certified True Copy of Front and Back of Promissory Note or Master Promissory Note with Disbursement Records</li> <li>• Repayment Records</li> </ul>	<ul style="list-style-type: none"> <li>• At the specific request of the Department, documentation that the school requested the court to end the judgment proceedings or request the court to name the Department as the creditor</li> <li>• All documents related to the school's filing the request for judgment</li> <li>• Approval letter from Federal Student Aid for other acceptable alternative documentation</li> </ul>

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<p><b>In Repayment—Default Judgment Rendered</b></p> <p><b>Assignment Form Amount and the Judgment Amount Match</b></p>	<ul style="list-style-type: none"> <li>• Original or certified true copy of the judgment</li> <li>• Original Promissory Note or Master Promissory Note</li> <li>• Signed statement providing amount, interest rate, and expiration date if this information does not appear on the judgment documents</li> <li>• Repayment records made on the judgment</li> <li>• Repayment records on all payments made prior to judgment (if available)</li> </ul>	<ul style="list-style-type: none"> <li>• Original or certified true copy of the judgment</li> <li>• Certified True Copy of Front and Back of Promissory Note</li> <li>• Signed statement providing amount, interest rate, and expiration date if this information does not appear on the judgment documents</li> <li>• Repayment records made on the judgment</li> <li>• Repayment records on all payments made prior to judgment (if available)</li> </ul>	<ul style="list-style-type: none"> <li>• Original or certified true copy of the judgment</li> <li>• Signed statement providing amount, interest rate, and expiration date if this information does not appear on the judgment documents</li> <li>• Approval letter from Federal Student Aid for other acceptable alternative documentation</li> </ul>

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<p><b>In Repayment—Default Judgment Rendered</b></p> <p><b>Assignment Form Amount and Judgment Amount Do Not Match</b></p>	<ul style="list-style-type: none"> <li>• School must work with FSA to determine amount that will be assigned</li> <li>• Original Promissory Note or Master Promissory Note</li> <li>• Original or certified true copy of the judgment</li> <li>• Signed statement providing amount, interest rate, and expiration date if this information does not appear on the judgment documents</li> <li>• Repayment records made on the judgment</li> <li>• Repayment records on all payments made prior to judgment (if available)</li> </ul>	<ul style="list-style-type: none"> <li>• School must work with FSA to determine amount that will be assigned</li> <li>• Certified True Copy of Front and Back of Promissory Note</li> <li>• Original or certified true copy of the judgment</li> <li>• Signed statement providing amount, interest rate, and expiration date if this information does not appear on the judgment documents</li> <li>• Repayment records made on the judgment</li> <li>• Repayment records on all payments made prior to judgment (if available)</li> </ul>	<ul style="list-style-type: none"> <li>• School must work with FSA to determine amount that will be assigned</li> <li>• Original or certified true copy of the judgment</li> <li>• Signed statement providing amount, interest rate, and expiration date if this information does not appear on the judgment documents</li> <li>• Repayment records made on the judgment</li> <li>• Repayment records on all payments made prior to judgment (if available)</li> <li>• Approval letter from Federal Student Aid for other acceptable alternative documentation</li> </ul>
<p><b>Bankruptcy Initiated— Decision Not Yet Rendered</b></p> <p><b>Assignment by a School Not Liquidating or Closing</b></p> <p>(Applies to both non defaulted and defaulted loans)</p>	<p>Loan cannot be assigned until court rules on the bankruptcy petition.</p>		

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<p><b>Bankruptcy Initiated—Decision Not Yet Rendered</b></p> <p><b>Assignment by a School Liquidating or Closing</b></p> <p>(Applies to both nondefaulted and defaulted loans)</p>	<ul style="list-style-type: none"> <li>• Upon the specific request of the Department, documentation that the school requested the bankruptcy court to name the Department as the creditor</li> <li>• All documents received or sent related to the bankruptcy filing</li> <li>• Original Promissory Note or Master Promissory Note with Disbursement Records</li> <li>• Repayment Records</li> </ul>	<ul style="list-style-type: none"> <li>• Upon the specific request of the Department, documentation that the school requested the bankruptcy court to name the Department as the creditor</li> <li>• All documents received or sent related to the bankruptcy filing</li> <li>• Certified True Copy of Front and Back of Promissory Note or Master Promissory Note with Disbursement Records</li> <li>• Repayment Records</li> </ul>	<ul style="list-style-type: none"> <li>• Upon the specific request of the Department, documentation that the school requested the bankruptcy court to name the Department as the creditor</li> <li>• All documents received or sent related to the bankruptcy filing</li> <li>• Approval letter from Federal Student Aid for other acceptable alternative documentation</li> </ul>
<p><b>Bankruptcy Initiated—Final Ruling</b></p> <p><b>Loan is not Discharged</b></p> <p>(Applies to both nondefaulted and defaulted loans)</p>	<ul style="list-style-type: none"> <li>• All documents received or sent related to the bankruptcy filing, including court's determination</li> <li>• Original Promissory Note or Master Promissory Note with Disbursement Records</li> <li>• Repayment Records</li> </ul>	<ul style="list-style-type: none"> <li>• All documents received or sent related to the bankruptcy filing, including court's determination</li> <li>• Certified True Copy of Front and Back of Promissory Note or Master Promissory Note with Disbursement Records</li> <li>• Repayment Records</li> </ul>	<ul style="list-style-type: none"> <li>• All documents received or sent related to the bankruptcy filing, including court's determination</li> <li>• Approval letter from Federal Student Aid for other acceptable alternative documentation</li> </ul>