

REFUNDED CASH GUIDANCE FOR DIRECT LOANS

If the Award Year is...	...send refunded cash via GAPS (must use for amounts \$100,000 or more)	...or send via mail
2002-2003 and forward	Visit http://e-grants.ed.gov/gapsweb/	COD School Relations Center Attn: Refunded Cash P.O. Box 9001 Niagara Falls, NY 14302
Always include your school name, your school identifier, and the award year For 2001-2002 and prior, if you need to make downward adjustments and refund money, please call COD School Relations. We will work with these situations on an individual basis.		

For the rare exception that you may need to send a payment to Servicing, the check should be made payable to the Department of Education and mailed to:

U S Department of Education
Direct Loan Servicing Center
ATTN: Payment Center
P.O. Box 530260
Atlanta, GA 30353-0260

Note: Please make sure you indicate clearly the student's name and loan ID number and that this is a PAYMENT, not an adjustment, to the student's loan.

Effective as of July 31, 2003