FP-09-06

Subject: Approval of FFEL Program Deferment Request Forms

Summary: This letter announces the approval of revised loan deferment request forms for the Federal Family Education Loan (FFEL) Program and provides guidance on the implementation of the revised forms.

Dear Colleague:

The Office of Management and Budget (OMB) has approved revised versions of the FFEL Program deferment request forms under OMB Control Number 1845-0005. The forms have been updated to reflect changes to the terms and conditions of deferments that were made by the Higher Education Opportunity Act (Public Law 110-315) and final regulations published on October 23, 2008 (73 FR 63232). The revised forms, which have an expiration date of 05/31/2012, replace the previous deferment request forms that have an expiration date of 01/31/2009.

The following deferment request forms are included as attachments to this letter, in both Microsoft Word and PDF format:

- In-School Deferment Request
- Unemployment Deferment Request
- Economic Hardship Deferment Request
- Parent PLUS Borrower Deferment Request
- Education Related Deferment Request
- Public Service Deferment Request
- Temporary Total Disability Deferment Request
- Parental Leave/Working Mother Deferment Request

**Implementation and Transition to New Forms**

Program participants may begin distributing the attached OMB-approved forms to borrowers immediately. Beginning January 1, 2010, only the revised forms with the 05/31/2012 expiration date may be provided to borrowers. However, the previous versions of the forms may continue to be processed after that date.

**Imaging Technology**

To accommodate imaging technology, each of the attached deferment forms requires the borrower to complete and sign the form in ink. However, a pencil signature does not invalidate a form.

**Printing Instructions**

No changes to, deletions from, or additions to the language of the attached documents are permitted, except that the Poverty Line income and Federal Minimum Wage Rate amounts on the Economic Hardship Deferment Request may be updated as necessary.

The deferment forms must be printed using black ink on white paper. The typeface, point size, and general presentation of the forms may not be changed.

Program participants should pre-print their name and address and provide a contact number in the "Where to Send the Completed Deferment Request" section of each form. Space at the top, bottom, or sides of the forms may be used for bar coding.

**Obtaining Copies for Reproduction**

As note, the forms are available in Microsoft Word and PDF format as attachments to this letter. In addition, they are available on the National Council of Higher Education Loan Programs (NCHELP) web site at www.nchelp.org.

Guaranty agencies are responsible for ensuring that the forms they use are identical to the OMB-approved attached to this letter. No changes may be made to the forms except as expressly authorized above.

Sincerely,

Jeff Baker, Director
Policy Liaison and Implementation
Federal Student Aid
U.S. Department of Education

Attachments

In-School Deferment Request in Microsoft Word format
In-School Deferment Request in PDF format

Unemployment Deferment Request in Microsoft Word format
Unemployment Deferment Request in PDF format

Economic Hardship Deferment Request in Microsoft Word format
Economic Hardship Deferment Request in PDF format

Parent PLUS Borrower Deferment Request in Microsoft Word format
Parent PLUS Borrower Deferment Request in PDF format

Education Related Deferment Request in Microsoft Word format
Education Related Deferment Request in PDF format

Public Service Deferment Request in Microsoft Word format

Public Service Deferment Request in PDF format

Temporary Total Disability Deferment Request in Microsoft Word format
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