

## INSTRUCTIONS FOR THE CANCELLATION FORM:

For complete information about each type of cancellation, go to [www.vpaf.uni.edu/obo/](http://www.vpaf.uni.edu/obo/) and select the Student Accounts tab. Scroll down to Perkins Loans listed on the left and click on Cancellation Options.

Complete the top of the form with your personal information – name, address, SSN or UID, daytime phone, cell phone, and e-mail address.

Choose one of the categories that you think fits your employment the best.

Enter your cancellation and/or postponement dates as follows.

### **IF YOU COMPLETED A YEAR OF ELIGIBLE EMPLOYMENT:**

In the **CANCELLATION SECTION**: Put in your dates of employment for the last twelve months. For instance, if your full-time employment began August 1, 2008, your dates are:

**AUGUST 1, 2008 – AUGUST 1, 2009**

In the **POSTPONEMENT SECTION**: Put in your dates of employment for the coming twelve months. If your full-time employment began August 1, 2008, your dates on this form will be

**AUGUST 1, 2009 – AUGUST 1, 2010.**

### **OFFICIAL JOB DESCRIPTIONS MUST BE INCLUDED IF:**

You TEACH: Special Needs children. This includes Speech Pathology, Audiology, School Psychology, School Psychiatry, Physical, Recreational, or Occupational Therapists.

You work in CHILD AND FAMILY SERVICE.

You work in LAW ENFORCEMENT OR CORRECTIONS.

You are a NURSE OR MEDICAL TECHNICIAN.

You are a LIBRARIAN in a public Library.

### **A COPY OF YOUR CURRENT LICENSE, REGISTRATION, OR CERTIFICATION MUST BE INCLUDED IF:**

You TEACH: Speech Pathology, Audiology, School Psychology, School Psychiatry, Physical, Recreational, or Occupational Therapy.

You are a NURSE OR MEDICAL TECHNICIAN.

**Incomplete forms will be returned to you, delaying the process.**

**IF YOU DID NOT COMPLETE A YEAR OF ELIGIBLE EMPLOYMENT:** Send us verification of your last date of employment. You are eligible for a six-month grace period following your last date of employment.

**CHECKLIST BEFORE YOU MAIL:**

- 1 – Did you provide your address, phones, and e-mail at the top?
- 2 – Did you enter your UNI ID or your SSN at top?
- 3 – Did you sign and date the form?
- 4 – If you teach, did you complete the section telling about your school, grade, and subjects?
- 5 – Did your employer complete Part 2?
- 6 – Is there an official seal or stamp in the bottom right corner? If not, did your employer attach a letter on letterhead verifying your employment?
- 7 – Does your cancellation type require a job description be sent? If yes, is it included?
- 8 – Does your cancellation type require we have your current professional license, registration, or certification on file? If yes, is a copy included?

**MAIL FORMS AND DIRECT QUESTIONS TO:**

Penny Becker or Joyce Willms  
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