

Instructions for borrower

1. Fully complete the form (we will return the form unprocessed if any information is missing)
2. You must sign and date the form
3. Have your form certified by an authorized official of your employer
4. Attach copy of job description
5. If you change employers during the year notify our office immediately (There may be no breaks between periods of employment)
6. Return forms and supporting documents with enclosed envelope.

YOU are responsible for submitting the proper forms on time. YOU must provide the Perkins Loan Office with the appropriate forms if you wish to relieve yourself of the obligation to pay, or you will be required to make payment when due. A late penalty charge will be assessed if you fail to file properly completed forms in a timely manner. Account must be current prior to beginning date of employment/service.

Part II - TO BE COMPLETED BY CERTIFYING EMPLOYER

| | |
|------------------|------------------|
| Name of Employer | Telephone |
| Address | City, State, Zip |
| Fax # | Email Contact |

I certify that the information stated on the front page is correct.

Signature Title Date

Part III – Approval (for Western Kentucky University use only)

| Loan # | 15% | 20% | 30% | Principal Canceled | Balance After Transaction |
|--------|-----|-----|-----|--------------------|---------------------------|
| | | | | \$ | \$ |
| | | | | \$ | \$ |
| | | | | \$ | \$ |
| | | | | \$ | \$ |
| | | | | \$ | \$ |

Signature of University Official Bursar Title Date