



The University
of Puget Sound

Office of Financial Services ♦ NDSL/Perkins Coordinator
1500 North Warner #1075 ♦ Tacoma, WA 98416-1075 ♦ (253)879-3466 or (253)879-3440

<http://studentaid.ed.gov/PORTALSWebApp/students/english/cancelperk.jsp?tab=repaying>

Request for Partial Cancellation

National Defense/National Direct/
Federal Perkins Student Loan Program

Of Loan for Teaching Service

For cancellations, file this form at the completion of your year of teaching service. Instructions on back of form.

PLEASE PRINT IN INK OR TYPE

PART I – GENERAL INFORMATION – TEACHER INFORMATION (To be completed by the borrower)

It is the Borrower's responsibility to notify The University of Puget Sound of changes in address.

NAME OF BORROWER					ACCOUNT NUMBER(S)
STREET (BILLING ADDRESS)					EMAIL ADDRESS
CITY, STATE, ZIP					NAME OF LENDING INSTITUTION (College/University from which loan originated) University of Puget Sound
PHONE NUMBER <input type="checkbox"/> Check if new address					
EXACT NAME OF SCHOOL WHERE EMPLOYED					POSITION/JOB TITLE
CITY, STATE, ZIP					SCHOOL DISTRICT & COUNTY
CHECK APPROPRIATE BOXES:	ELEMENTARY SCHOOL	SECONDARY SCHOOL	INSTITUTE HIGHER ED	HEAD START	Teachers of the handicapped/ special education must attach an official job description for each year of employment and complete the following: Ages of Student: _____ % of Handicapped Students: _____ % of Teaching time spent with Handicapped: _____ I certify that the majority of my students are handicapped children as specified below: <input type="checkbox"/> mentally retarded <input type="checkbox"/> seriously emotionally disturbed <input type="checkbox"/> hard of hearing or deaf <input type="checkbox"/> orthopedically impaired <input type="checkbox"/> speech impaired <input type="checkbox"/> other health impairment specify: _____ <input type="checkbox"/> visually handicapped <input type="checkbox"/> specific learning disability
Type: Public (Chapter 1/Low Income)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Non-Profit (Chapter 1/Low Income)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bureau of Indian Affairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Math, Science, Foreign & Bilingual Language/Other Shortage fields by state *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Teacher of the Handicapped/Special Education (complete box to the right)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I DECLARE that I was employed as a full time teacher in a public or other nonprofit elementary or secondary school or institution of higher education in a state, or in an elementary or secondary school overseas of the Armed Forces of the United States, for a complete academic year or its equivalent as stated. I requested cancellation of the appropriated amount of principal and interest for such service in accordance with my entitlement under the law and in accordance with regulations and instructions issued by the U.S. Commissioner of Education.					
ACADEMIC YEAR STARTING (MONTH—DAY—YEAR)		ACADEMIC YEAR ENDING (MONTH—DAY—YEAR)		SIGNATURE OF BORROWER DATE	

PART II – CERTIFICATION (To be completed by school official)

I hereby certify that the above statement concerning teaching service, dates, and description of his/her duties are true and correct. If he/she is a Head Start staff member, I certify that his/her compensation does not exceed that of a comparable employee in the local school system.				
School District & County		Signature of Authorized Official		Official Seal or Stamp of School**
Address (City, State, Zip)		Title		
		Date	Telephone	
Does this institution provide state approved elementary or secondary education? <input type="checkbox"/> Yes <input type="checkbox"/> No				

***Teaching in a Shortage Area/Field of expertise 674.51 (r): for a borrower to be considered as teaching in a field of expertise, the majority of classes taught must be in the borrower's field of expertise. A borrower who is teaching in science, mathematics, foreign language, or bilingual education qualifies for cancellation even if the state has not designated the subject area in which he or she is teaching as a shortage area.**

**** If no official seal or stamp of service/employment agency is available, a letter of certification on agency letterhead is required.**

Who qualifies for cancellation

All three categories of teacher cancellation have been extended to borrowers with Perkins, NDSL or Defense loans prior to July 23, 1992 for teaching service performed on or after October 7, 1998:

1. *Teaching in an elementary or secondary school that serves low-income students (Perkins/NDSL loans made on or after July 1, 1987).*

In order to be eligible for Perkins teaching cancellation, you must be teaching full-time at a low-income school, as determined by the State Education Agency. To be considered a “low-income school,” the school must be in a school district that qualified for funds—in the year for which the cancellation is sought—under Title I of the Elementary and Secondary Education Act of 1965, as amended. The school also must have more than 30% of its enrolled children counted in the Title I funding formula. To find out if the school that employs you is classified as a Low Income School, you can check our on-line database for the year(s) that you have been employed as a teacher. Usually, you will want to check the database for the most recent years in which you taught at the school. Questions about the inclusion or omission of a particular school should be directed to the State Education Agency in the state where the school is located, and not to the U.S. Department of Education.

<http://www.ed.gov/offices/OSFAP/Students/repayment/teachers/perkins.html>

2. *Teaching in an elementary or secondary school system that has a shortage of teachers in a designated subject (Perkins Loans made on or after July 23, 1992).*

Federal Perkins Loan Borrowers can also have their loans cancelled for full-time teaching if there is a shortage of teachers in their subject area. Each year the State Education Agency determines any subject shortage areas in the elementary and secondary schools within the state. These designated subject shortage areas include mathematics, science, foreign languages, and bilingual education. You should check with your local school system or State Education Agency to find out if your subject matter area has been designated as a teacher shortage area. These teaching benefits would be extended to any borrower with an outstanding loan balance on a Federal Perkins, Direct or Defense loan made prior to July 23, 1992 for teaching service performed on or after October 7, 1998, if the cancellation benefits provided under this section are not included in the borrower’s promissory note.

The Secretary considers all elementary and secondary schools operated by the Bureau of Indian Affairs (BIA) or operated on Indian reservations by Indian tribal groups under contract with BIA to qualify as schools servicing low-income students.

3. *Teaching disabled students in a public or other nonprofit elementary or secondary school (Perkins/NDSL loans made on or after July 1, 1987).*

You must have an official at the public or other nonprofit elementary or secondary school certify that you are teaching handicapped or learning disabled students, either on the Federal Perkins Loan postponement/cancellation form, or on an official letter from the school bearing the school’s seal or letterhead. For Perkins Loans made on or after July 23, 1992, this cancellation includes special education teachers, including teachers of infants, toddlers, children, or youth with disabilities.

Cancellation amounts for years of service

If a borrower is eligible for teacher cancellation under any of the three categories listed above, up to 100% of the loan may be canceled for teaching service, in the following increments:

- 15% canceled per year for the first and second years of service,
- 20% canceled for the third and fourth years, and
- 30% canceled for the fifth year.