

A deferment provides a Perkins borrower with an opportunity to temporarily postpone payments. Interest does not accrue during a deferment. A borrower is entitled to a 6-month post deferment grace period.

For additional information about the Department of Education regulations for Perkins Loans Rehabilitations, refer to [Chapter 4 – Perkins Repayment Plans Forbearance, Deferment, Cancellation, and Discharge at the Information for Financial Aid Professionals Web site.](#)

### Processing a Deferment

Step 1:	From the Primary Window, click the <b>Def</b> (Deferment)Action Tab.
Step 2:	Click the <b>Add</b> button.
Step 3:	A list of eligible deferment types will appear.
Step 4:	Verify that the borrower has deferment time available using the What is Eligible Per Loan box. For example, if the borrower is requesting a Dentistry deferment, verify that there is time remaining in the “Left” column after Dentistry.
Step 5:	Double-click the appropriate <b>Deferment Type</b> in the Select Type Here box.
Step 6:	The Enter Deferment Dates window will display. Enter the appropriate <b>Starting and Ending Dates</b> .
Step 7:	Verify the Send Borrower checkboxes and make corrections as needed.
Step 8:	Click the <b>Auto Process</b> button.
Step 9:	A SAL system message will display indicated that the Deferment Processed letter has been created, if applicable. Click the <b>OK</b> button.
Step 10:	The Automatic Deferment/Cancellation Posting Results screen will appear indicating the processing status. If the deferment was not processed, the reason will be indicated to the right of the processing status.
Step 11:	Click the <b>File</b> menu then <b>Exit</b> to return to the Primary Window.

The deferment has been posted to the account. Written confirmation of the deferment must be sent to the borrower. A standard letter is available in SAL.

Printing a Deferment Letter

Step 1:	From the Primary Window, click the <b>Forms</b> button.
Step 2:	Click the <b>Letters</b> button.
Step 3:	Click the <b>Generate Letters</b> button.
Step 4:	Click the <b>Yes</b> button to create the merge file.
Step 5:	An on-screen prompt will ask if ECSI is sending the letter. Click <b>Yes</b> or <b>No</b> to proceed. If ECSI is sending the letter, a charge will be incurred.
Step 6:	Verify the print and send selection. Click the <b>Yes</b> button to continue.
Step 7:	Double-click the deferment letter. <i>Note: The Launch Word button will display "Start FTP" for a terminal server school at their location. The Open Letters Window button is only available at ECSI.</i>
Step 8:	Click the Start FTP button to initiate the process to send the mail merge to the local computer. After clicking the button, click the icon on the PC that completes the file transfer.
Step 9:	The letter will open in Microsoft Word. To populate the letter with the borrower's information, click the <b>Mailings</b> tab. (Steps may vary depending on the version of Microsoft Word used.)
Step 10:	Click the <b>Finish and Merge</b> button.
Step 11:	If saving the letter, change the name of the file to prevent overwriting the template.