

Provider Application: Part B Instructions

Michigan State Loan Repayment Program

Applicant (Borrower) Instructions:

1. Complete a form for each organization that services one or more of your loans by **completing Section I**. Use a separate form for each loan servicer.
2. Send the electronic version of the forms to each of your loan servicers by email as an attachment. You must include these instructions in the email to the servicer, and ask the loan servicers to complete Section II, and then mail, email, or fax them back to **you**. Loan servicers may list up to 15 loans on each Part B form. If an organization is servicing more than 15 of your loans, send the servicer additional Part B forms.
3. You must receive the completed Parts B forms back in time to include them with your complete, single-submission MSLRP Application Package, which **you must mail** to the MSLRP Office. Do not include these instructions in your MSLRP application package.
4. Your signature in Section I authorizes loan servicing organizations to release information about your student loan(s) to the Michigan Department of Health and Human Services for purposes of qualifying your loans for repayment through the Michigan State Loan Repayment Program.
5. Completing ***MSLRP Status Type, Section 1, data fields 12 through 14:***
First determine whether your MSLRP status is described by status number **1**, **2**, or **3**, below. Then, follow the instructions for your status type.

1.	<p>You are applying for your first MSLRP loan repayment agreement:</p> <ul style="list-style-type: none">• You have never received MSLRP payments.• You may have applied in the past, but were not awarded a loan repayment agreement. <p>Instructions:</p> <ul style="list-style-type: none">• Check the box in field 12 a), Section I.
2.	<p>Your current agreement started 10/1/16 and you are now reapplying for your second agreement that will start on 10/1/18.</p> <ul style="list-style-type: none">• Your first agreement started 10/1/16 and continues through 9/30/18.• You will receive at least one additional payment under that agreement.• You are applying for your second loan repayment agreement that will start 10/1/18, if awarded. <p>Instructions:</p> <ul style="list-style-type: none">• Check the box in field 12 b), Section I• Enter the 10/1/16 start date of your current agreement in field 13, Section I
3.	<p>Neither status type number 1 nor 2 above describes your MSLRP status.</p> <ul style="list-style-type: none">• You have been awarded a loan repayment agreement and have received MSLRP payments.• You have completed at least one loan agreement.• If you have a current agreement that started 10/1/16 and ends 9/30/18, this is not the first loan repayment agreement under which you've received MSLRP payments. <p>Instructions:</p> <ul style="list-style-type: none">• Check the box in field 12 c), Section I• Enter the start date of your most recently-completed agreement in field 14, Section I.

Loan Servicer Instructions:

1. The borrower identified in Section I may qualify for loan repayment through the Michigan State Loan Repayment Program. Please **complete Section II** with the most recent and accurate information regarding the borrower's educational loans. You may list information on up to 15 loans on this form.
2. The last column titled "Total Borrower Repayments" is asking for the total amount of payments made by the borrower on each of the loans listed, starting with the date indicated by the borrower in Section I, up to their most recent payments. (Please see instructions in Section II, field 4.) MSLRP participants must show that they have paid down their loans by an amount at least equal to the payments they have received by the program to be eligible to reapply to MSLRP.
3. Please enter only whole dollar amounts, dropping the cents. For example, instead of entering \$10,450.37, please enter \$10,450.
4. Current loan balances should include both principal and interest.
5. Applicants who have defaulted on federal loans are not eligible for MSLRP. Please clearly mark "DEFAULTED" on any federal loan on which applicants defaulted.
6. Parent Direct PLUS should not be included on the applicants' Part B forms, because their parent's obligation to repay cannot be transferred to the applicant.
7. Return the completed form to Borrower.