



## Student Loan Repayment Program Application Instructions

Last Updated 4/9/25

### INSTRUCTIONS

Use this guidance to assist you in successfully applying to the FY25 Student Loan Repayment Program. Before you access the application link found on the [Student Loan Repayment Program webpage](#), please review the following **important notes**.

- ▶ **You will not be able to save your progress on the application** and return to it at a later time. For this reason, please verify your eligibility in advance (see below) and have **all** necessary information and electronic files ready when you access the application.
- ▶ **You may only submit once.**
- ▶ It is **strongly recommended** that you use a laptop or desktop computer to complete the application, and **not a mobile device**.
- ▶ The application window will close on **Monday, May 19, 2025, at 5:00 PM**. No applications submitted after this date and time will be processed.
- ▶ **IMPORTANT:** To manage potential technical issues with the application system, **DO NOT WAIT** until the end of the application window to apply. Heavy volumes of applications are typical within the final 48 hours. Be advised that the application cannot be reopened or adjusted after it is submitted.
- ▶ **Before you apply**, ensure that you meet all requirements for eligibility listed on the [Student Loan Repayment Program webpage](#). The updated 27k Eligibility Checklist is a good resource to use to make sure you meet all requirements, for **both** your federal student loans as well as your employment with one of Michigan's districts (intermediate school districts, traditional school districts, or public service academies).
- ▶ **At the time of application**, your student loan(s) must be currently paid under federal [Public Service Loan Forgiveness](#) (PSLF). You must be able to verify that these loans are paid under an income-driven repayment (IDR) plan, unless otherwise exempted.
- ▶ **At the time of application**, you must be able to supply your Personnel Identification Code (PIC) as used by your employer for reporting on Michigan Department of Education (MDE) systems. Instructions for finding your PIC are found on the [Student Loan Repayment Program webpage](#).
- ▶ **You must provide an active e-mail address that is spelled correctly**. When you submit, a confirmation e-mail will be sent to the e-mail address you provide.
- ▶ Please bear in mind that if your application is successfully processed, **your payments will be issued from your employer**, not from MDE.

**A POTENTIAL PARTICIPANT MUST ATTEST THAT ALL INFORMATION AND DOCUMENTATION PROVIDED IS TRUE AND COMPLETE TO THE BEST OF THEIR ABILITY**

Failure to do so may result in disqualification from participation in the Student Loan Repayment Program and may require repayment of funds.



# 1 PREAMBLE SECTION

## 27k Student Loan Repayment Program Application for Individual Participants

This is the individual application for payments under the [Loan Repayment Program](#). Before you begin, please review the information on the website to ensure that you meet all eligibility criteria and have all necessary loan documentation in advance.

**IMPORTANT:** An incomplete application will not be reviewed. You may **ONLY** submit one application. Please ensure you have all the necessary documentation before you submit your application.

Note that at the top of the application, you will see a link for the [Student Loan Repayment Program webpage](#). Remember to review it first before starting!

# 2 CONTACT INFORMATION

### Contact Information

First Name	<input type="text"/>
Last Name	<input type="text"/>
Valid Primary Email Address	<input type="text"/>
Valid Secondary Email Address	<input type="text"/>

Provide your first and last name, or the name of the person on whose behalf you are preparing the form. Be aware that the name on your loan documentation must match the name you provide here. Then, provide at least one valid and working e-mail address.



**NOTE:** MDE recommends that if you provide an e-mail address associated with your current employer, you also provide an e-mail that is not likely to change if your place of employment changes.

Last Name	<input type="text"/>	Invalid email address
Valid Primary Email Address	<input type="text" value="email"/>	

The application system will warn you if you do not provide at least one valid e-mail address. However, it does not spellcheck your e-mail address. Be sure you enter it correctly!

Date of Birth

04/01/1972						
Apr 2025						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Please also provide your date of birth, by filling in the month, day, and year fields, or using the drop-down calendar function. This is important for identity verification purposes.

## 2 CONTACT INFORMATION, continued

Please provide your correct Personnel Identification Code (PIC) below. This will allow your district to verify your employment information per [MCL 388.1627k](#) and help the 27k team complete the application review process. Please note that failure to provide an accurate PIC number may result in a delay or denial of your application.

PIC

The last part of the Contact Information requires you to enter in your PIC. As the on-screen instructions state, if you are unsure of your PIC, visit the [MOECS public search tool](#). You will use that system to find your PIC using your name or your credential number. Your PIC will then be listed.



**NOTE:** If you are not listed in the MOECS public search, do not worry—but do **NOT** begin your application. Instead, **FIRST** contact your school's or district's HR department or administrative office to obtain your PIC.

Remember, if you are an employee of any public school district (intermediate school district, traditional school district, or public school academy), you **must** have a PIC assigned to you. The [Student Loan Repayment Program webpage](#) also includes instructions for your HR department or administrative office to request one through the Center for Educational Performance and Information (CEPI).

## 3 DISTRICT INFORMATION

**District Information**

District Name

District Code

- Kalamazoo Advantage Academy
- Kalamazoo Covenant Academy
- Kalamazoo Public Schools
- Lakeside Charter School - Kalamazoo

Next, you will provide the exact name of the intermediate school district, traditional school district, or public school academy in which you are employed.

The system has been designed to assist you to enter in the **exact name** of your employer. You can enter in the first few letters, and then use the drop-down to select it. You'll notice that the District Code is grayed-out when you access the application, but it automatically populates when you select your employer's name.



**NOTE:** The drop-down menu includes only districts whose staff members are eligible for the Student Loan Repayment Program. If for some reason you are unsure of the exact name of your employing district, you can use the [Entity Quick Search](#) tool to search for your official district name.

## 4

## ASSURANCES SECTION

### Assurances

- I certify I currently owe federal student loans.
- I certify I am eligible for the federal public service loan forgiveness (PSLF) and is under, pursuant to federal law, a payment plan that makes eligible payments.
- I certify I am enrolled in an income-driven repayment plan. If my loan is not eligible for income-driven repayment, I understand that I am exempt from this requirement.
- I certify I may only receive funding through the Student Loan Repayment Program only if I continue to meet the criteria of an eligible participant. I understand that if I continue to accept payments while I am no longer eligible for the program, I am responsible for returning those funds.
- I understand I will be required to annually certify to the department that I made payments towards my eligible federal student loans with the funding received from the Student Loan Repayment Program. If at any point I leave the program, I will notify the department of the date I left the program.
- I certify I will notify the department of any increases or decreases in my monthly payment towards my eligible federal student loans.
- I certify I have not already received funding from the Student Loan Repayment Program for any of the months below. If I have already received funding from the Student Loan Repayment Program for any of the months below, I have recorded \$0 for those months. If any of these months were in a deferment or forbearance status, I have recorded \$0 for these months.

Carefully read the next section, and check each box as you go. These statements represent the various areas of responsibility you have as an individual applicant and recipient of payments under the Student Loan Repayment Program, under statute ([MCL 388.1627k](#)).

## 5

## TOP LOAN INFORMATION SECTION

First, click the checkbox at the top of this section. This is another assurance you are making when you enter in your loan information into this section.

### Loan Information

- I certify that I am eligible for reimbursement payments under the Student Loan Repayment Program for the following

October 2024 Exact Payment	<input type="text"/>	\$130.00
November 2024 Exact Payment	<input type="text"/>	\$130.00
December 2024 Exact Payment	<input type="text"/>	\$130.00
January 2025 Exact Payment	<input type="text"/>	\$130.00
February 2025 Exact Payment	<input type="text"/>	\$130.00
March 2025 Exact Payment	<input type="text"/>	\$130.00
April 2025 Exact Payment	<input type="text"/>	\$130.00
<b>Total PSLF Monthly Exact Payments</b>	<input type="text"/>	<b>\$910.00</b>

The application will convert numbers to currency, and provide a running total as you enter in each month. Before moving to the next section, please make sure this total is accurate. It must match what you upload for loan verification.

For the top loan information section, you will enter in the exact amounts of your payments made for the months indicated. Note that the maximum payments are explained on the [Student Loan Repayment Program webpage](#), but you must still enter in the exact amounts for verification purposes, even if they exceed these maximums. Note that you will have to enter in "0.00" for no payment made that month; a field left blank will be flagged as an error.

For both the top and bottom loan information sections (see below), you should enter in \$0 for any months that are in forbearance or deferment status, past or upcoming. Note that this does not disqualify you in any way for the Student Loan Repayment Program since you may have other months that show payments made or anticipated—but it will result in \$0 payments for those months.

If you are currently in a forbearance or deferment status and enter in \$0 in the bottom loan information section for the future or expected payments (see below), and then your payments change to an amount greater than \$0 at a later date, do not worry. You will need to inform MDE using instructions that will be posted to the [Student Loan Repayment Program webpage](#) at a later time. MDE will then work with your employer to get them the funds needed to make the updated payments.

## 6 BOTTOM LOAN INFORMATION SECTION

For this section, click the checkbox at the top of this section again. This is a **new** assurance you are making when you enter in your loan information into this section, since it relates to future or expected payments, for which you will also submit documentation.

I certify that I am eligible for reimbursement payments under the Student Loan Repayment Program for the following months and amounts that remain in this fiscal year:

May 2025 Estimated Exact Payment	<input type="text"/>
June 2025 Estimated Exact Payment	<input type="text"/>
July 2025 Estimated Exact Payment	<input type="text"/>
August 2025 Estimated Exact Payment	<input type="text"/>
September 2025 Estimated Exact Payment	<input type="text"/>
Total PSLF Monthly Estimated Payments	<input type="text"/>

Just like the top section, you will enter in payment amounts. This time, it is assumed that your payments are “estimated” because they are anticipated or expected for **future** months.

You’ll notice that you can only enter in payments until September 2025. That’s because this is the end of the MDE fiscal year. After that, we will have a new application ready for the next year.

Just like the top loan information section, this section will provide a total as you enter in amounts. As before, you must still enter in the exact amounts of future or anticipated payments for verification purposes, even if they exceed the maximum. In this section, just like the top section, you will need to enter in “0.00” if there is no payment expected in a given month.



Before proceeding to the next section, make sure you have all of your loan information documentation (screenshots or electronically-scanned documents) ready for upload, in the formats allowed. **You will not be able to return to your application to add more items.**

The [Student Loan Repayment Program webpage](#) features a downloadable guidance document on how to ensure your screenshots or electronically-scanned documents will meet requirements for successful loan verification.

## 7 FILE REQUIREMENTS SECTION

### File Requirements

Please upload any and all documents or images showing your current and past student loan payments made under PSLF, **matching all amounts that you entered in the form sections above**. You may upload documents or images that have **ONLY** the following file formats: .jpg, .png, .gif, or .pdf. No Word or Excel files will be reviewed by MDE.

Drop files here or click to upload

File Name	File Size	

This next section is where you will upload all of your electronic files necessary for loan verification. You can either drag them into the box or click the box to select them from your device. **Remember that all files you select must be in .jpg, .png, .gif, or .pdf formats.**

As you add files, they will appear in a table below the upload box. Note that you can remove any file if you have selected one in error. Here is an example of three uploaded files:

File Name	File Size	
<a href="#">EdFinancial Payment Screenshot.png</a>	0.3 MB	<a href="#">Remove</a>
<a href="#">PSLF Active.png</a>	0.3 MB	<a href="#">Remove</a>
<a href="#">MOHELA Loan Summary.pdf</a>	1.6 MB	<a href="#">Remove</a>



**NOTE:** In many cases, applicants will need to upload a **separate** screenshot or electronic document that shows **active status in PSLF**, since many loan servicer's screens do not say this explicitly. Without this, MDE staff will not be able to verify that an applicant is approved for PSLF in the first place, resulting in disqualification.

Remember, the best resource to help you understand how to prepare your screenshots or electronic documents is the downloadable guidance document available on the [Student Loan Repayment Program webpage](#).

## 8 SIGNATURE AND DATE SECTION

First, click the top checkbox. This is your final assurance you are making for your application—you are making a promise that all of the information you entered in your application is true and accurate to the best of your knowledge.

## 8

## SIGNATURE AND DATE SECTION, continued

**Signature and Date**

**Fraud Warning**

I certify the information provided in this application is true and complete to the best my ability. I understand providing false information will disqualify me from participating in the Student Loan Repayment Program and may require repayment of funds.

Signature  Date


Type in your full name (use the same spelling that you would use for a legal document), or the name of the person submitting the form on behalf of the applicant. Note that the date of submission will be automatically filled at the time of application.




Finally, you **MUST** click the “Submit” button for your application to be processed. Failure to do this will result in your application not being processed—in fact, MDE will have no record of your application at all in this case.

When you click the “Submit” button:

- ▶ If all of your information is complete, you will see a message stating that your application was successfully submitted, and an automated e-mail will be sent to the e-mail address you designated at the beginning of the form. **NOTE:** Check your “Spam” or “Junk” folders if you do not see this message in your e-mail inbox.
- ▶ When you see the message stating that your application was successfully submitted, you will also see a link allowing you to download a .pdf copy of your application. MDE recommends that you download and save this copy as proof of submission.



**27k Student Loan Repayment Program**  
Michigan Department of Education

Your application has been successfully submitted. Please visit the [Student Loan Repayment Program website](#) for up-to-date information about the program.

If you would like to download a copy of your application, please [click here](#). This is the only time you will be able to download your application and MDE will not be able to send you a copy of it.

**IMPORTANT: MDE will not be able to contact you** about your application status or about when payment(s) will be sent to you by your employer. However, the [Student Loan Repayment Program webpage](#) will be periodically updated with timeline information regarding awards of grant funds and when payments are sent to districts. Once this information is published on the webpage, please contact your district administration with any questions about payments. MDE will not have this information, and it will vary by district.

If you experience technical difficulties beyond your control while using the application, please contact the MDE 27k Team at [MDE-EdWorkforceGrants@Michigan.gov](mailto:MDE-EdWorkforceGrants@Michigan.gov). Before you contact the team, please visit the [Student Loan Repayment Program webpage](#) and its associated [Frequently Asked Questions page](#) to see if assistance is available there first.