

# EMPLOYEE REQUEST AND ACKNOWLEDMENT FORM

## PUBLIC SERVICE LOAN FORGIVENESS CERTIFICATION AND APPLICATION

EMPLOYEE NAME: \_\_\_\_\_ SSN: \_\_\_\_\_  
DATE OF HIRE: \_\_\_\_\_ DEPT.: \_\_\_\_\_  
DATE OF APPLICATION REQUEST: \_\_\_\_\_

### PREFERRED METHOD OF FORM DELIVERY

- I opt to return to the Department of Human Resources within seven (7) business days to pick up the program application form.
- I opt for Human Resources to mail the completed form to my current address on file.

**Please read and initial the following statements. Your initial represents your understanding and agreement with the statement.**

\_\_\_ I have read and understood the Standards of the Public Service Loan Forgiveness program set forth by U.S. Department of Education. I agree to act in accordance with the Standards of the Public Service Loan Forgiveness program.

\_\_\_ I understand and agree that the Public Service Loan Forgiveness Certification and Application should be remitted by the employee to the U.S. Department of Education in the manner in which is specified on the application (page 4 of 6).

\_\_\_ I understand and agree that BREC does not administer or make the final decision on student loan forgiveness. BREC can assist by completing the employer portion of the Public Service Loan Forgiveness Employment Certification Form (ECF).

\_\_\_ I have been informed and understand that I am to direct any questions or concerns about the Public Service Loan Forgiveness program to the U.S. Department of Education for clarification.

\_\_\_ I have been informed and understand that I am solely responsible for providing Human Resources with a new program application as needed for updating purposes.

I acknowledge that the contents of this program are the policies and guidelines of the U.S. Department of Education and are not a contract, declared or implied, with employees. The contents of this program are subject to change at any time, with notice to employees by the U.S. Department of Education. Additionally, my signature on this document is an acknowledgment that a representative from the H.R. Department will complete the employee section of the program application within seven business days.


\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

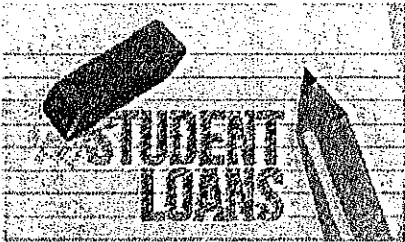
\_\_\_\_\_  
Employee Name (Please Print)

### H.R. Use Only:


Date Form Received:	Employee Pickup / Mailed to Employee Date
Date Form Completed	H.R. Representative Signature

 **What is the Public Service Loan Forgiveness (PSLF) Program?**

The PSLF Program was established to encourage individuals to work in public service by forgiving the remaining balance of their Direct Loans after they have made 120 qualifying payments while employed by a qualifying employer




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 **QUALIFIED EMPLOYMENT**

Qualifying employment for the PSLF Program is not about the specific job that you do for your employer. Employment with the following types of organizations qualifies for PSLF:


- Government organizations at any level (federal, state, local, or tribal)
- Not-for-profit organizations that are tax-exempt under Section 501(c)(3) of the Internal Revenue Code
- Other types of not-for-profit organizations that provide certain types of qualifying public services

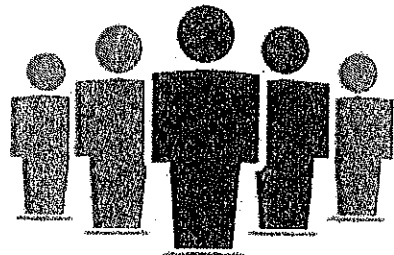
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 **DEFINITION OF PUBLIC SERVICE ORGANIZATION**

- ▶▶▶ A Federal, State, local, or Tribal government organization, agency, or entity (includes most public schools, colleges and universities)
- ▶▶▶ A non-profit organization under section 501(c)(3) of the Internal Revenue Code that is exempt from taxation under section 501(a) of the Internal Revenue Code (includes most not-for-profit private schools, colleges, and universities)
- ▶▶▶ A private non-profit organization (that is not a labor union or a partisan political organization) that provides a specific public service


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 **DEFINITION OF "FULL-TIME" EMPLOYMENT**



- ▶▶▶ For PSLF, you are considered to work full-time if you meet your employer's definition of full-time or work at least 30 hours per week, whichever is greater
- ▶▶▶ If you are employed in more than one qualifying part-time job at the same time, you may meet the full-time employment requirement if you work a combined average of at least 30 hours per week with your employers.

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## Qualifying Payments

You can make qualifying monthly payments only during periods when you are required to make a payment

Your 120 qualifying monthly payments do not need to be consecutive

A qualifying monthly payment is a payment that you make:	after October 1, 2007;	under a qualifying repayment plan;
for the full amount due as shown on your bill;	no later than 15 days after your due date; and	while you are employed full-time by a qualifying employer

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## Additional Loan Information and Eligible Repayment Plans

A qualifying loan for PSLF is any loan you received under the William D. Ford Federal Direct Loan (Direct Loan) Program

To get loan information, use the following link: <https://studentaid.gov/>

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## FEDLOAN SERVICING

In November 2011, FedLoan Servicing was awarded the contract to service borrowers eligible for Public Service Loan Forgiveness (PSLF).


FedLoan Servicing responsibilities include:

- Customer Support
- Processing applications and forms related to PSLF eligibility
- Tracking qualifying payments for PSLF


**Customer Support**

- Dedicated, toll-free number: 1-800-699-2908
- Representatives available Monday through Friday 8:00 AM to 9:00 PM (ET)
- Website: <https://myfedloan.org/>

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## BORROWER PROCESS FLOW



Borrower receives loan forgiveness packet which includes the Employment Certification Form (ECF) and instructions

<https://studentaid.ed.gov/sa/sites/default/files/public-service-employment-certification-form.pdf>

Borrower submits Employment Certification Form to UCF Human Resources Records Department


Borrower submits loan forgiveness packet to U.S. Department of Education

Employer is approved as a public service organization

- Borrower receives approval notification
- Eligible loans are transferred to FedLoan Servicing, if applicable
- Borrower receives notification of qualifying payments made with all prior servicers

The borrower will be reminded annually, via email, to submit a new ECF if employed with a qualifying public service organization since the last ECF was submitted

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 **THE ROLE OF BREC HUMAN RESOURCES**

BREC does not administer or make the final decision on student loan debt forgiveness


We can assist by completing the employer portion of the Public Service Loan Forgiveness Employment Certification Form (ECF)




Submit Employment Certification Form to HR via Email, Fax, Mail or In Person to:

- Email: [SCrosby@brec.org](mailto:SCrosby@brec.org)
- Fax: (225) 273-7393
- Mail: BREC Department of Human Resources  
6201 Florida Blvd.  
Baton Rouge, LA 70806



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 **RESOURCES**

 PSLF Fact Sheet and Q&As:  [www.studentaid.ed.gov/publicservice](http://www.studentaid.ed.gov/publicservice)  Borrower Information and Employment Certification Form from FedLoan Servicing: [www.MyFedLoan.org/PSLF](http://www.MyFedLoan.org/PSLF)

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