

DRAFT

Financial Administration

**USARC Pamphlet 37-1
Appendix P, Student Loan
Repayment Program
(SLRP) Procedures**

**Reserve Pay Operations Center
Fort McCoy, WI
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USARC Pamphlet 37-1 Appendix P (Draft)

Student Loan Repayment Program Procedures

This appendix provides current information on the financial requirements and procedures for the Student Loan Repayment Program. It is designed to be “user friendly”, written in the simplest terms, and provided as a training tool and aid. This appendix does **not** change, or modify Army Regulation 135-7, Incentive Programs, or official guidance published by the Department of the Army on the Student Loan Repayment Program. Refer to AR 135-7 for the prerequisites for eligibility of the SLRP or contact your local Regional Readiness Command’s Personnel Office (G1).

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Section I

Introduction

P-1. Purpose

This appendix provides the procedures for USAR designated personnel officer/unit administrators (UAs) and soldiers to comply with when submitting application for student loan repayments. It provides standard procedures in the completion of DD Form 2475, DOD Educational Loan Repayment Program (LRP) Annual Application, and other documentation necessary for inclusion with the student loan annual application packet.

P-2. Guidance

General. This appendix provides guidance to unit administrators (UAs) and soldiers in the preparation of documentation, and administration for soldiers who are eligible and authorized the student loan repayment incentive.

P-3. Policies

Policies related to eligibility, execution of addendum, suspensions, termination and recoupment for Student Loan Repayment Program are outlined in AR 135-7, Incentive Programs. Policies related to USAR payment of student loans are prescribed by Headquarters, Defense Finance and Accounting Service (DFAS) and are covered in the Department of Defense Financial Management Regulation (DODFMR) and USARC Pamphlet 37-1.

P-4. Selective Reserve Incentive Program (SRIP) Policy Memorandum

The Selective Reserve Incentive Program (SRIP) memorandum is published semi-annually (two parts) by HQDA each fiscal year (FY). Usually, the Department of the Army (DA) Personnel (G1) will forward the SRIP policy memorandum with additional information to the USARC G1. The USARC G1 in return will forward to each Regional Readiness Command/Direct Report Command (RRC/DRC) G1. Each RRC/DRC G1 should forward SRIP information to each subordinate unit and retention noncommissioned officer.

Section II

Requirements

P-5. Eligibility

To be eligible for the Student Loan Repayment Program a soldier must:

a. Be a secondary school (high school) graduate.

b. Enlist or Reenlist (IAW dates below):

(1) Prior to 1 January 1992, all military occupational specialties (MOSs) qualified for at least \$10,000.

(2) From January 1992 through 23 November 1993, the soldier had to be performing in a qualifying MOS or assigned to a bonus unit.

(3) After 23 November 1993, the soldier must be performing in a qualifying MOS that is approved by

Headquarters, Department of the Army (HQDA).

c. Non-prior Service Soldiers:

(1) Must enlist for either enlistment option below:

(a) 6 x 2 years

(b) 8 x 0 (zero) years

(2) Qualified in mental category I, II and III on the Armed Forces Qualification Test.

d. Prior Service soldiers must enlist/reenlist for at least 3 years.

e. The DA Form 5261-4-R, Student Loan Repayment Program Addendum, must be executed at the time a soldier enlists or reenlists in the USAR. DA Form 5139-R and DA Form 2057 were used prior to July 1986 for the SLRP Addendum.

(1) All sections must be completed IAW AR 135-7. This includes annotation of MOS, soldier's initials on applicable items and signatures (soldier and service representative).

(2) Failure to complete DA Form 5261-4-R at time of enlistment/reenlistment will require an approved exception to policy. Additionally, improperly completed addendums or "corrected" copies may also require an approved exception to policy or verification correspondence from USARC/DA. This includes missing initials, annotation of MOS, signatures (soldier and service representative), date and/or amount (\$10,000/\$20,000) for the respective MOS.

f. Be in the Selected Reserves (SELRES) in either a TPU or IMA position.

P-5.1 Exception to Policy Procedures:

a. SLRP exceptions to policy are submitted through the unit, RRC/DRC Command Retention Office, OCAR-RTD to HQDA.

b. Each RRC/DRC G1 should be able to provide guidance on the process and requirements for submitting an exception to policy for a SLRP action.

c. Mailing address for USARC G-1:

COMMANDER
USARC
ATTN: AFRC-PRP (G1)
1401 DESHLER ST SW
FORT MCPHERSON, GA 30330-2000

P-6. SLRP Anniversary Date. The date the soldier signed his/her DA Form 5261-4-R usually establishes the SLRP anniversary date (month). Refer to Section IV for initial and anniversary submissions.

P-7. Amount of SLRP. The total amount of SLRP payments authorized depends on the soldier's MOS. As stated in paragraph P-4, HQDA publishes the SRIP Policy Memorandum. This memorandum identifies MOSs authorized the SLRP incentive. Most MOSs listed on the SRIP memorandum qualify for \$10,000 in loan repayment. However, some critical MOSs qualify for \$20,000. Refer to Section V for specifics on payment of SLRP.

P-8. Loans

a. Only the following loans qualify for repayment under the Student Loan Repayment Program (SLRP).

(1) Stafford Loans. Also known as Guaranteed Student Loans.

(2) Federally Insured Student Loans (FISL)

(3) Perkins Loan. Formerly known as National Defense Student Loan and National Direct Student Loan (NDSL).

(4) Auxiliary Loans to Assist Student (ALAS)

(5) Supplemental Loans for Students (SLS)

(6) Consolidated Loan Program (CLP)

(7) SMART Loans

(8) Parent Plus Loans. Soldier must be listed on note as student for this loan to be eligible.

b. All eligible loans must have been taken out after 1 October 1975.

c. State and private loans are not eligible to be repaid under the SLRP.

P-9. Documentation

a. As stated in paragraph P-5, DA Form 5261-4-R, must be executed at time of enlistment/reenlistment.

b. DD Form 2475, DOD Educational Loan Repayment Program (LRP) Annual Application.

Use only the May 2003, Dec 2000 or May 1997 versions. The 2003 version is preferred. All other versions prior to May 1997 are not authorized for processing SLRP. See examples of completed DD Forms 2475 at P-27.

c. All items must be completed in each section. See instructions on back of form. At a minimum the following must be completed. Instructions listed are for the May 2003 version.

(1) The soldier's unit designated personnel officer (DPO) will complete Section 1, Personnel Office Verification. The soldier may not verify his/her own DD Form 2475. The verifying official's signature in block 1e(2) is verifying that the soldier qualifies for payment under the SLRP IAW AR 135-7 and has performed satisfactory for the current entitlement year. If DD Form 2475 is covering more than current EY or a specific EY, annotate the EY or EYs that should be paid in Item 5, Remarks. For example: "Soldier due SLRP for EY 02 and 03." Please note annotating this the unit/DPO is stating soldier performed satisfactory for EY/EYs listed in the remarks. If nothing is annotated in the remarks, only the current EY will be processed for payment.

(2) The soldier must complete Sections 2, Servicemember Data, and 3, Loan Data. The soldier's signature is required in block 2g.

(3) The loan agency will complete Section 4, Loan Status Confirmation.

(a) A signature and date are required in blocks 4 h(3) & (4).

(b) It is vital that the loan agency provide a current mailing address for item 4d.

(c) The SLRP team is familiar with specific loan agencies procedures for completing Section 4. For example, one loan agency will sign and date item 4 h(3) & (4) and attach an imagery document (IMDOC) disbursement statement. The SLRP team will determine if a valid certifying officer completed Section 4.

(4) DD Form 2475 must be completed in an accurate and timely manner. Dates should not be over a year old at the time of submission.

d. Promissory Note. A clear, legible copy of the original promissory note, signed by the soldier, is required for each eligible student loan.

(1) Sometimes the Application and Promissory Note are the same document. It is specifically labeled at the top of the form. See example of promissory note at P-28.

(2) A loan disbursement statement or repayment schedule (i.e. stub/statement) is not an acceptable document to validate a loan.

(3) The soldier should have been provided a copy of all promissory notes. If not, the soldier may contact his/her lender, loan service or financial aid office to obtain a copy of the promissory note(s). See Section IV for submission requirements.

e. Master Promissory Note. In simple terms, a Master Promissory Note is a basic note that can have many disbursements over a specific period of time. A clear, legible copy of the original master promissory note, signed by the soldier is required with a copy of the disbursement statement.

(1) A Master Promissory Note does not have a loan (money) amount annotated on it. This is the reason a copy of the disbursement statement is required.

(2) The Master Promissory Note and Disbursement Statement are specifically labeled at the top of the form. See example of a master promissory note and disbursement statement on pages P-15 and P-16.

(3) The soldier should have been provided a copy of the Master Promissory Note. If not, the soldier may contact his/her lender, loan service or financial aid office to obtain a copy of the master promissory note(s).

(4) There are some soldiers that have more than one Master Promissory Note.

(5) A copy of the Master Promissory Note only needs to be submitted with the initial SLRP application.

(6) The most current disbursement statement must be submitted with every submission. Usually a new disbursement statement is published by the loan agency every time a disbursement is made. See Section IV for submission requirements.

f. Consolidated Loan Program. Normally the only documentation needed for CLP is a copy of the note and disbursement statement. However, if a soldier provides copies of the original promissory notes that make up the consolidated note, it may expedite the repayment of most if not all loans consolidated. See Section IV for submission of consolidated loans.

g. Transfers from the Army National Guard (ARNG).

(1) A soldier that transfers from the ARNG must be eligible for the SLRP IAW the HQDA MOS list for the USAR. This is at the time the soldier executed his/her contract for USAR. There are numerous MOSs that do not qualify for SLRP under the USAR or qualify at a lower level (\$10,000 versus \$20,000).

(2) A statement is required from the ARNG United States Property and Fiscal Officer (USPFO), indicating whether any payments have been made towards the soldier's SLRP entitlement.

h. Assignment/Reassignment History.

There are times when copies of orders, contracts and DD Forms 4 are required for processing a SLRP. When a soldier's Master Military Pay Account (MMPA) indicates a gap between the Pay Entry Base Date (PEBD) and the Date of Gain (DOG) or Assignment date, documentation covering this period is required. The student loan team needs to clarify assignment status. Most soldiers that transfer from a TPU to the Control Group (a.k.a. Individual Readiness Reserve) have their SLRP entitlement either suspended or terminated.

P-10. Taxes

It is important to note that SLRP payments are taxable income. Taxes are not deducted at the time of payment and are reported to the Internal Revenue Service (IRS). A separate IRS TD Form W-2 will be issued to all soldiers that receive a SLRP payment. The soldier is responsible to include the SLRP W-2 when filing his/her taxes. To avoid large disbursements in one tax year, the soldier should submit for payments of SLRP annually.

Section III Responsibilities

References to the DD Form 2475 under this section are referring to the May 2003 version.

P-11. Soldier's Responsibility.

The soldier is responsible to:

- a. Initiate the DD Form 2475 annually. He/she completes Section 2 and 3 then provides form to the designated personnel officer/unit administrator.
 - (1) It is suggested the soldier complete and submit DD Form 2475 to his/her unit at least 2 months prior to SLRP anniversary date. This will allow the unit time to complete its portion, forward it to the loan agency for completion of Section 4, and receive it back by the SLRP anniversary date.
 - (2) Keep a personal copy of what is provided to unit.
- b. Maintain accurate and good records.
 - (1) The soldier should ensure he/she has good, legible copies of all promissory notes. Keep copies of all promissory notes, even when consolidating loans. The initial submission for a loan requires a copy of the promissory/master promissory/consolidated loan note(s). See paragraph P-9c and d. Anniversary submissions do not require a copy of the promissory note(s).
 - (2) Keep copies of all correspondence received from the lender (financial institution).
 - (a) Do not ignore letters or phone calls from your lender/creditor; respond promptly.
 - (b) For telephone conversations, follow-up either with correspondence to lender and/or write a memorandum for record (record of conversation) for your personal file.
 - (c) Bottom line is to keep track of everything related to your loans and SLRP entitlements.
 - c. Familiarize him/herself with terms of DA Form 5261-4-R, and AR 135-7.
 - d. Maintain eligibility IAW AR 135-7, and the SLRP Addendum (DA Form 5261-4-R).
 - e. Coordinate with his/her financial institute(s) (bank/loan agency) in regards to a deferment and/or forbearance; it is not the unit's responsibility.

P-12. Unit's Responsibility

- a. The designated personnel officer/unit administrator will review the soldier's enlistment/reenlistment packet to ensure documents were completed to standard and the soldier is eligible for the incentive. The DD Form 4 and DA Form 5261-4-R must be reviewed at a minimum. If the unit administrator is uncertain on eligibility or requirements, he/she should either contact the unit's PSNCO, retention NCO or RRC/DRC G1.
- b. If it is determined that the soldier is not eligible for the SLRP incentive, or did not complete the contract or addendum properly, an exception to policy must be initiated. See paragraph P-5.1 for exception to policy guidance.
- c. Educate/train soldier on the terms of the SLRP incentive. Ensure soldier understands:
 - (1) When to submit/initiate SLRP application for payment(s).
 - (2) Documentation required for initial and anniversary payment(s).
 - (3) Reasons why the SLRP may be suspended or terminated.
 - (4) His/her responsibility to resolve problems or issues with the loan agency.
 - (5) His/her responsibility to initiate deferment or forbearance request.
- d. DD Form 2475.
 - (1) Complete Section 1.
 - (2) Verify soldier completed Section 2 and 3 properly.
 - (3) Forward DD Form 2475 with cover memorandum identifying what needs to be accomplished to loan agency identified by soldier in Section 3. See an example memorandum at P-26.
 - (4) When DD Form 2475 is returned by loan agency, verify:
 - (a) Section 4 is completed.
 - (b) Copy of loan note (promissory/master/ consolidated loan) was enclosed. A master promissory note must have a copy of the disbursement statement. Consolidated loans must have a copy of the disbursement statement and/or original promissory notes. See Section IV for submission requirements of note(s).
 - (5) Refer to checklist at P-25. Ensure all requirements have been met.
 - (6) Assemble all documents relating to the soldier's SLRP into a packet and fasten together.
 - (7) The SLRP packet should be forwarded to the SLRP team on/after the soldier's anniversary date. Early submission of SLRP packet will be deemed as "pre-certified" and returned without action.

(8) Mail completed SLRP packet to:

RPOC RCPSO
ATTN: AFRC-COO-RR (SLRP/HPLR)
1913 South B Street
Fort McCoy WI 54656-5122

P-13. Loan Agency's Responsibilities

Most loan agencies will comply with a unit's instructions on completing the loan repayment application (DD Form 2475), and providing information or documentation. At a minimum the loan agency should:

- a. Complete Section 4 of DD Form 2475.
- b. Provide copies of promissory/master promissory note(s) with disbursement statement/consolidated loan note(s).
- c. Identify and annotate any interest and/or capitalized interest in Section 5, REMARKS.
- d. Return completed DD Form 2475 and enclosures to unit in a timely manner.

Section IV Submissions

P-14. Initial Submission

The soldier must initiate required documentation for his/her initial SLRP submission. The unit will provide assistance and ensure DD Form 2475 is completed IAW AR 135-7 and this appendix. See Section III for responsibilities. Most soldiers should not wait until they graduate before submitting for payment under the SLRP. However, for some soldiers based on the terms of the loan agreement may receive a penalty if a payment is made before a specified date. The individual soldier must know the terms of his/her loan agreement.

- a. SLRP account. To establish a SLRP account, all documentation listed on checklist (see P-25), must be completed and provided to the SLRP team.
- b. Promissory Loan Note. Copies of the promissory notes must be submitted with the initial application. These copies will be maintained in the soldier's SLRP account file at the RCPSO. Future SLRP submissions only require the DD Form 2475 and copies of promissory notes acquired since the last submission.
- c. Master Promissory Note. A copy of the Master Promissory Note with most current disbursement statement must be submitted with the initial application. The copy of the master promissory note will be maintained in the soldier's SLRP account file at the RCPSO. Future SLRP submissions only require the most current disbursement statement and DD Form 2475.
- d. Consolidation of Loans. When a soldier consolidates his/her loans, a copy of the consolidated loan note and disbursement statement must be submitted with DD Form 2475.
 - (1) Copies of all old and new promissory notes that make up a consolidated loan must be included with the SLRP claim. Although the consolidate note may be less than a year old on the soldier's anniversary date, the original loans may qualify for repayment.
 - (2) If only the consolidated note and disbursement statement are provided, the SLRP team is not authorized to make a payment until the consolidated loan is a year old.
- e. New Loans. Promissory notes must be included for any loans that have not been previously submitted for payment. Payments cannot be made on new loans until they have been secured for one year (one year old).
- f. Date to submit. The initial SLRP claim should be submitted on or after the soldier's SLRP anniversary date.
- g. Interest. All interest and capitalized interest should be annotated by the loan agency in Section 5, REMARKS.
- h. Submission and anniversary date examples are below.

Example 1: Soldier signed SLRP addendum on 25 Jan 01. She had a total of \$18,000 in loans at the time of executing the addendum. She would be eligible for her first SLRP payment on 25 Jan 02.

Example 2: Soldier signed SLRP addendum on 16 Jul 99. He did not have any loans at that time. He secured his first loan on 7 Jan 01. The loan would not be a year old until 7 Jan 02. He would not be able to submit a SLRP on this loan until 16 Jul 02 (his SLRP addendum anniversary date). First SLRP payment would include 6 months prorated payment (Jan 01 – Jul 01) and 12 months (Jul 01 – Jul 02).

Example 3: Soldier signed SLRP addendum on 8 Aug 00. He secured his first loan on 11 Nov 00. No payment would be made on his Aug 01 anniversary date since his loan would not be a year old. Actual first (eligible) SLRP payment would be on 8 Aug 02. This payment would include 10 month prorated payment (Nov 00 – Aug 01) and 12 months (Aug 01 – Aug 02).

P-15. Anniversary Submission

Similar to the initial submission, the soldier must initiate the process for all SLRP anniversary payments with the unit's assistance.

- a. Anniversary payments should be submitted annually on or after the soldier's SLRP anniversary date. Usually a remark will appear on the soldier's Leave and Earnings Statement (LES) a month prior to his/her SLRP anniversary date. This remark is a reminder to the soldier to initiate his/her annual SLRP claim.
- b. Completion of DD Form 2475 by the soldier, unit and loan agency should be done prior to soldier's anniversary date.
- c. All interest and capitalized interest should be clearly annotated by the loan agency on the DD Form 2475 in Section 5, REMARKS.
- d. Submit completed DD Form 2475 to the SLRP team address listed in paragraph P-12d (8).
- e. Master Promissory loans require the most current disbursement statement with each anniversary submission.

P-16. Late or After-the-Fact Submission

a. When a SLRP claim is not completed in a timely manner, the SLRP team can process back payments. This may result in several years of SLRP entitlement being paid all at the same time. Large back payments result in a large tax burden on the soldier. SLRP claims should be submitted annually to avoid large tax bills. Additionally, delays in submitting SLRP claims result in excess interest accruing that the government is obligated to pay once a claim is finally submitted.

b. The soldier's current status will determine who will assist and complete Section 1 of the DD Form 2475.

(1) Soldier assigned to TPU. The designated personnel officer/unit administrator of the soldier's current unit of assignment/attachment will assist the soldier in completing his/her SLRP packet.

(2) Soldier assigned to the Control Group or no longer in the USAR. The Enlisted Personnel Branch incentive manager at PERSCOM (RC) provides assistance to all soldiers who are no longer assigned to a TPU. The telephone number to reach the incentive manager is (800) 318-5298 or (314) 592-0504. Facsimile number (314) 592-0578. Or, written correspondence may be forwarded to:

Commander
PERSCOM (RC)
ATTN: ARPC-PSP-R
1 Reserve Way
St. Louis, MO 63132-5200

(3) Units may also provide assistance to soldiers formerly assigned to them who have since separated from the Selected Reserve.

P-17. Active Guard/Reserve (AGR)

a. Some soldiers ordered to active duty in the AGR program may still be entitled to SLRP payments provided they still meet the eligibility requirements listed in AR 135-7.

b. If still eligible, submission of SLRP will be done IAW this appendix.

c. AGR assignment.

(1) TPU. The designated personnel officer/unit administrator will provide assistance and support for an AGR soldier attached to his/her unit. The unit will submit completed SLRP packet to the SLRP team.

(2) Commands (other than TPU/non-supported). PERSCOM (RC) Enlisted Personnel Branch incentive manager will assist AGR soldiers assigned to commands without administrative support. Refer to telephone number and address in paragraph P-16 above. If uncertain, contact the RPOC at 608-388-5405.

Section V Payment

P-18. Total Amount and Number of Payments for SLRP.

a. Total Amount (level) of SLRP.

(1) As stated in paragraph P-7, the total amount of SLRP payments depends on the soldier's MOS. Most MOSs qualify for \$10,000 in loan repayment but some critical MOSs qualify for \$20,000.

(2) The SLRP amount, either \$10,000 or \$20,000, is the maximum amount that may be paid towards a soldier's student loan(s). This maximum amount is for a soldier's entire US Army Reserve and/or Army National Guard military career.

(3) Payment of the SLRP amount may cover one or more contracts (enlistment and/or reenlistment) in a soldier's career. A new maximum is not established for each new contract. However, soldier must still meet the eligibility

requirements as outlined in AR 135-7.

(4) The amount actually paid towards a soldier's SLRP depends on how many student loans the soldier had and when the loans were secured (how old).

(5) Effective 28 February 1992, a soldier that had initially qualified for \$10,000 amount, would not be authorized to increase due to:

- (a) Signing another contract under a critical MOS for \$20,000; or
- (b) The MOS amount being increased to \$20,000.

b. Number of Payments. The total number of SLRP payments varies between soldiers. The soldier's contracted SLRP amount, actual secured loans, and performance status (assignment to TPU) are contributing factors.

(1) In general, payments are made until the soldier's SLRP amount (\$10,000/\$20,000) is paid.

(2) The soldier must maintain Selected Reserve (SELRES) assignment and performance requirements. Refer to suspension and termination in Section VI.

(3) Total amount (principal) of secured Loans:

(a) Exceeds SLRP Amount. Total payments made will not exceed SLRP amount (\$10,000/\$20,000). The soldier is responsible for principal beyond SLRP amount. The maximum payment (\$10,000 = \$1500 or \$20,000 = \$3000) will be made annually. The remaining balance will be paid if less than maximum payment.

(b) Less than SLRP Amount: Either 15% of the total principal amount plus interest not to exceed annual maximum level (\$1500/\$3000) or a minimum payment (\$500) will be made until the principal amount of loan is paid. The remaining balance will be paid if less than minimum payment.

(4) Effective 22 Mar 02, the computation towards the SLRP level (\$10,000/\$20,000) will include any principal and interest paid. The annual calculation will include 15% of the principal plus interest but may not exceed the annual maximum payment level (\$1500/\$3000).

(5) Refer to paragraph P-19 for disbursements. Remember there are maximum and minimum payment restrictions for each anniversary year.

P-19. Disbursement of Payment

a. The SLRP amount is not disbursed in one payment. Each year 15 percent of the original amounts of the soldier's loan(s) plus interest may be repaid. However, there are set maximum and minimum payments for SLRP. The amount of the SLRP (level) determines the maximum. See the example below:

SLRP Level	Maximum Annual Payment	Minimum Annual Payment
\$10,000	\$1500	\$500
\$20,000	\$3000	\$500

b. The actual annual payment depends on the total amount of the soldier's loan(s) and/or remaining principal balance. The only time a SLRP payment would be less than the established annual minimum would be if the soldier's principal/outstanding balance amount was less than \$500. See examples below:

Example 1: A soldier contracted for \$10,000 SLRP. His total amount of loans is \$15,000, which exceeds the maximum SLRP benefit of \$10,000. Fifteen percent of \$15,000 is \$2,250. This exceeds the maximum annual payment. Only \$1500 would be paid towards his loans. This covers principal and interest.

Example 2: A soldier contracted for \$20,000 SLRP. The total amount of her loan is \$3,000 and her DD Form 2475 had \$25.50 annotated for interest. Fifteen percent of \$3000 is \$450. Adding the interest (\$25.50) to the 15% would be \$475.50. This amount is less the minimum annual payment. She would receive the minimum payment of \$500 (write-up). This covers principal and interest.

Example 3: A soldier contracted for \$20,000 SLRP. The total amount of loans is \$19,475 and his DD Form 2475 had \$91.26 annotated as interest. Even though 15% of the principal (\$2921.25) plus the interest (\$91.26) totals \$3012.51, he would only receive the maximum annual amount (\$3000). This covers principal and interest.

Example 4: A soldier has a remaining principal balance of \$275 no interest annotated. The payment would be for \$275.

c. The actual disbursement of money (check) is not sent to the soldier; it is forwarded to the loan agency annotated in Section 4 on the DD Form 2475.

d. The Army will not repay any payments, including interest, made by the soldier towards his/her loan(s). As stated in paragraph P-11, it is the soldier's responsibility to work with his/her loan holder and convince them to accept one SLRP payment per year. If the loan holder still wants additional payments, it is suggested the soldier only make minimum payments. Again, the Army will not reimburse any payments made by the soldier.

P-20. Notification of Payment.

a. The SLRP team will process an action through the pay system that will create a remark to appear on the soldier's LES. It will identify the loan agency and money amount paid at a minimum. The same remark will also appear under the processed transaction section on the unit's 2405 Report. If more than one agency is involved, a separate remark entry will be annotated. The remark will also include the entitlement year or years the payment covers.

b. The actual payment of the SLRP is forwarded to the loan agency annotated on the DD Form 2475 in Section 4. The check is forwarded to the loan agency(ies) within 30 days from remark posting.

c. The soldier is responsible to follow-up with his/her loan agency to ensure loan repayment was applied appropriately.

(1) Some loan agencies will apply the Army's SLRP payment towards the interest and not the principal amount of the loan(s).

(2) When payments are applied in this manner, the SLRP payment account will indicate loan(s) paid off but the loan agency will have an outstanding principal balance.

(3) The Army will not pay towards a loan if the soldier's SLRP account indicates the principal total (face value) of the loan had been paid.

P-20.1 Notification of Discrepancy.

When a discrepancy is identified during the review process the unit will be notified via email message. If the discrepancy can be corrected easily (i.e. copy of SLRP agreement missing) the message will contain information that needs to be completed within 5-work days and either scanned or forwarded via email to the SLRP team. If a unit fails to comply with the discrepancy message, the action will be returned without action under an official memorandum (sent via email/scan). When the SLRP team determines a discrepancy identified would not be easily fixed (within 5-work days), an official memorandum will be forwarded to the unit via email message. For those applications that are returned without action, the SLRP team will process an action through the pay system that will create a remark to appear on the soldier's LES. The soldier's LES will identify that the SLRP application was returned without action and he/she should see the UA.

Section VI

Suspension and Termination

P-21. Suspension

a. A soldier may be suspended from the SLRP during authorized periods of non-availability as outlined in AR 135-7, paragraph 1-15. The most common reasons for suspensions are:

(1) Transfer to the IRR to fulfill missionary obligation.

(2) Transfer to IRR for cogent personal reasons.

b. Suspensions under P-21a(1) above will be for a maximum of 3 years. Suspensions under P-21a(2) will be for up to 1 year. Non-availability beyond the maximum period will terminate SLRP incentive entitlement.

c. The orders transferring a soldier to the IRR must indicate the specific reason (e.g. missionary obligation/cogent personal reasons). If orders only indicate "voluntary", the SLRP entitlement terminates.

P-22. Reinstatement.

Reinstatement in the SLRP and resumption of payments following a period of authorized non-availability is not automatic or guaranteed. Refer to AR 135-7, paragraph 1-16 for further clarification on reinstatement of SRIP incentives.

a. A soldier who completes a period of non-availability and requests reinstatement of eligibility for SLRP must:

(1) Complete the period of non-availability within the allocated timeframe established in AR 135-7, 1-15b. (Paragraph P-21b gives general timeframe.)

(2) Rejoin a TPU in an existing position vacancy for grade and MOS, in a bonus authorized unit, or bonus authorized MOS. MOS must be same as the soldier originally contracted for SLRP or changed due to career progression.

(3) Extend his/her current enlistment/reenlistment contract to cover the period of non-availability. The extension must be initiated within 30 days of the end of the period of non-availability. There may be times the reenlistment official (e.g. recruiter) may not have access to the soldier's historical military documentation or the unit has not received the DA Form 201 to verify current enlistment/reenlistment agreement. In these cases, coordination with the unit's G1 or Command Retention Office (CRO) at the RRC/DRC level and/or a possible exception to policy, may be required.

b. When a soldier that does not comply with prerequisites of AR 135-7, paragraph 1-16 (mentioned in P-22a above) SLRP will be terminated with possible recoupment.

c. If a soldier complies with prerequisites for reinstatement, the SLRP entitlement resumes for future payments. For most reinstated SLRP accounts, the anniversary date is usually adjusted to match the extension agreement.

P-23. Termination.

The SLRP incentive may be terminated for a variety of reasons. Some of which are listed below. It is important that the soldier understands that if he/she changes MOS or transfers out of a bonus unit, it may affect entitlement to the SLRP incentive. Refer to AR 135-7, paragraph 5.1-6 for further details. Entitlement to SLRP will terminate if the soldier:

- a. Received the maximum SLRP amount (paid in full \$10,000 or \$20,000)
- b. Changes/reclassifies to an ineligible MOS from what was originally contracted for in SLRP. This excludes:
 - (1) Normal career progression for MOS career field.
 - (2) Change in MOS at the direction of the USAR command.

The USARC G1 may need to review these types of actions in P-23b(1) and (2) above.

- c. Becomes an unsatisfactory participant.
- d. Accepts a civilian position where membership in the USAR is a condition of employment. These personnel are usually referred to as "dual" status or MILTECH (military technician).
- e. Failed to extend (extension contract) upon rejoining TPU after authorized period of non-availability.
- f. Exceeded authorized period of non-availability.
- g. Separated from a TPU as an enlisted soldier for:
 - (1) Transfer to IRR for reasons other than authorized non-availability.
 - (2) Enlistment or voluntary recall to active duty in any military component (active forces). Does not include AGR.
 - (3) Discharge.
- h. Soldiers ordered to active duty for AGR tour under Title 10 USC 672d, SLRP terminates when:
 - (1) It is the soldier's initial entry on active duty.
 - (2) He/she enrolls in the Montgomery GI Bill as outlined in AR 135-7, chapter 10.
 - (3) No longer meets eligibility requirements under SLRP.

P-24. Recoupment.

Since SLRP payments are made for previous satisfactory years of service, recoupment is normally not required when SLRP is terminated. However, SLRP entitlements may be recouped when a review of records discovers erroneous SLRP payments due to ineligibility.

Section VII

Training Aids

P-25. Student Loan Repayment Program (SLRP) Checklist.

On the following page is a recommended checklist for units/soldiers to use when assembling the SLRP packet for submission. Items listed are for a basic SLRP application. There are cases that may require additional documentation for clarification. Some checklist items may seem elementary, however, many SLRP packets are returned without action due to administrative oversights.

SLRP Checklist

Item	Question	Yes	No	If no:
1	Did soldier sign DA Form 5261-4-R (Student Loan Repayment Program Addendum) at the same time as the DD Form 4 (Enlistment/Reenlistment Document, Armed Forces of the United States) for enlistment/reenlistment in the USAR?			Exception to Policy required.
2	Is soldier's MOS HQDA approved for SLRP (on list at time of executing DA Form 5261-4-R)?			Exception to Policy required.
3	Is MOS annotated on DA Form 5261-4-R?			Enclose copy of DD Form 4 (MOS at top).
4	Does the loan(s) qualify for repayment IAW AR 135-7, paragraph 5.1-2b?			Inform soldier.
5	Did the soldier sign the Promissory/Master Promissory/Consolidated Loans Note(s)?			Inform soldier of requirement.
6	Was the loan at least one year old on the soldier's SLRP anniversary date?			No payment at this time.
7	Is disbursement statement provided for master promissory/consolidated loans?			Request soldier to obtain/provide a copy.
8	Is this the first (initial) submission for a SLRP payment? If yes, a copy of the DA Form 5261-4-R is required. MOS should be annotated on addendum. See item 3. Copies of promissory/master promissory/consolidated loans note(s) are required also.			Not required for anniversary submissions.
9	Is the DD Form(s) 2475 either May 97, Dec 00 or May 03 version? All other versions are obsolete.			Redo on Version 97, 00, or 03
10	Did soldier complete Section I (version 97/00) / Section 2 and 3 (version 03) of DD Form 2475?			Return to soldier.
11	Did unit's personnel/record custodian complete Section II (version 97/00) /Section 1 (version 03)?			Unit must complete.
12	Did loan agency (lender) complete Section III (version 97/00) / Section 4 (version 03)?			Resubmit to loan agency.
13	Does the money amount in Section III (version 97/00) / Section 4 (version 03) match amount on promissory note?			A disbursement statement is required.
14	Is the date in Section III (version 97/00) / Section 4 (version) on DD Form 2475 less than 6 months old?			Start DD Form 2475 process over.
15	Was soldier prior ARNG? After 15 Apr 96, soldier transferring from ARNG to USAR would need to complete a new DA Form 5261-4-R. Did soldier complete new DA Form 5261-4-R?			Exception to Policy required.
16	Did soldier have a break in service? Transfer to IRR? If yes, copies of all orders must be included with SLRP packet.			N/A
17	Is submission date of SLRP packet on or after the soldier's SLRP anniversary date? Submission prior to anniversary date is considered 'pre-certified' and not valid.			Submit on/after SLRP anniversary date (HOLD).

P-26. Memorandum to Loan Agency

A cover memorandum should always be forwarded with DD Form(s) 2475 to the loan agency. Below is an example of a memorandum to a loan agency.

<p>(Unit's letterhead) Date</p>
<p>Headquarters and Headquarters Company</p>
<p>(Lending Institution)</p>
<p>Dear Loan Official:</p>
<p>_____ (Name of soldier) _____, Social Security Number: _____ a member of this US Army Reserve unit is eligible to participate in the Department of Army Federal Student Loan Repayment Program (SLRP).</p>
<p>_____ (Name of soldier) _____ has identified your agency as the holder of loan(s) qualifying for repayment.</p>
<p>The Army will repay a portion of any loan made, insured or guaranteed under Part B of the Higher Education Act of 1965, or any loan made under Part E of such act after October 1975.</p>
<p>The loan(s) will be repaid directly to you on the basis of each year of service at the following rate: SLRP: 15% but not more than \$1500, nor less than \$500, plus interest accrued since the last payment period. A loan(s) secured by a soldier after entering the US Army Reserve will be repaid after such loan(s) are one year old. They are payable on the anniversary date of the soldier entering the Army Reserve or the date he/she reenlisted for the SLRP incentive. _____ (Name of soldier) _____ anniversary date is <u>(enter anniversary date per his/her DA Form 5261-4-R)</u>.</p>
<p>At a minimum, the following instructions should be followed to ensure accurate and timely submission of a soldier's SLRP application for repayment.</p>
<p>a. The attached DD Form(s) 2475, Department of Defense Educational Repayment Program Annual Application, Section III for form dated (version) May 1997/Dec 2000, or Section 4 for form dated May 2003, must be completed for qualifying loan(s) by your agency.</p>
<p>b. Please complete Section III/Section 4 only for those SLRP applications that are included with this letter. Please do not renumber any of the applications. An officer of your institution must complete item 14c (Versions May 1997 and Dec 2000) or item 4h(3) (Version May 2003). This signature is vital for the processing of the SLRP.</p>
<p>c. Please provide a legible copy of the promissory note for each loan. It is important that each note reflect the amount approved by the lender. Otherwise a disbursement statement must be provided along with the respective promissory note(s) to verify the actual amount disbursed.</p>

(Example of Memorandum to Loan Agency)

- 2 -

d. Please return the completed DD Form(s) 2475 with a copy/copies of the promissory note(s) and disclosure statement(s), if applicable, to:

(Unit's address)

Please note that an application for repayment of a loan(s) may not be submitted until on or after the soldier's anniversary date as mentioned in paragraph 4 above. Additionally, the loan(s) must have been secured for a year before eligible for repayment.

The law does not permit repayment of any portion of a qualifying loan(s) that has been satisfied (paid) by the borrower. Therefore, a soldier participating in the SLRP would benefit if his/her lender(s) grant forbearance or deferment on loan(s), which may be falling/past due until the Army makes repayment.

You should expect repayment of loan(s) within one to two months after the application(s) (DD Form 2475 and notes/statement) is/are returned to the above address.

If you have any questions or concerns, please call me at (unit's telephone number).

Your assistance in processing this soldier's SLRP application(s) is appreciated.

Sincerely,

(Commander's or representative's signature block and signature)

Enclosure

(Continuation of Memorandum to Loan Agency)

P-27. DD Form 2475

On the following pages are examples of a completed DD Form 2475 version Dec 2000 and May 2003 as training aids. The DD Form 2475 (SLRP Packet) should be initiated approximately two months prior to soldier's anniversary date. Refer to paragraphs P-9, P-14 and P-15 for procedures on completion and submission of the DD Form 2475. The SLRP packet should be submitted to the SLRP team on or after the soldier's anniversary date.

a. DD Form 2475, Dec 2000:

(1) The soldier must sign in block 2e. Most loan agencies will not complete Section III without the soldier's signature.

(2) The unit's personnel/records custodian signature validates that the soldier is a member of the unit and has performed a satisfactory year of service. It should be dated on/ near the soldier's anniversary date.

(3) The original amount (5b.) must match the promissory note(s). Otherwise, the loan agency must provide a disbursement statement with the notes. Money amounts cannot be altered in Section III.

(4) An official from the loan agency must sign and date blocks 13c & d.

b. DD Form 2475, May 2003:

(1) The designated personnel officer must sign in block 1e. This signature validates that the soldier is a member of the SELRES and has performed a satisfactory year of service. It should be dated on/ near the soldier's anniversary date.

(2) The soldier must sign in block 2g. Most loan agencies will not complete Section 4 without the soldier's signature.

(3) The original amount annotated in 3c must match the promissory notes/disbursement statements (Master Notes). Otherwise the loan agency must provide a disbursement statement with the notes. The money amounts annotated in Section 4 may not be altered.

(4) An official from the loan agency must sign and date blocks 4h(3) and (4).

DOD EDUCATIONAL LOAN REPAYMENT PROGRAM (LRP) ANNUAL APPLICATION	CONTROL NO.		LOAN TYPE (x one)		Form Approved OMB No. 0704-0152 Expires May 31, 2003
			<input type="checkbox"/>	ACTIVE DUTY LRP	
			<input type="checkbox"/>	HEALTH PROFESSIONAL LRP	
		<input checked="" type="checkbox"/>	SELECTED RESERVE LRP		
<p>The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0152), 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO EITHER OF THESE ADDRESSES. FORWARD YOUR FORM TO THE APPROPRIATE ADDRESS AS INDICATED IN THE INSTRUCTIONS ON BACK.</p>					
PRIVACY ACT STATEMENT					
<p>AUTHORITY: 10 USC 2171, 2173, 16301, 16302, and EO 9397, November 1943 (SSN). PRINCIPAL PURPOSE: To administer the DoD Loan Repayment Program. ROUTINE USES: Release is restricted to the Department of Education, to the U.S. Public Health Service, to public and private higher educational institutions, to financial institutions, to the Internal Revenue Service, to private bill collection agencies. The information provided may be used in computer matching programs within the DoD or with any other affected Federal Agency for verification to determine your eligibility and/or compliance with the benefit program requirements being applied for herein and to effect recovery of any improper payments made toward delinquent debts owed by a beneficiary or former beneficiary. DISCLOSURE: Voluntary; however, failure to provide your Social Security Number may delay processing of your LRP application.</p>					
SECTION I - SERVICEMEMBER DATA (To be completed by servicemember)					
1. LENDER					
a. NAME Great Lakes Higher Ed Corp		b. ADDRESS (Street, City, State, and ZIP Code) PO Box 7860 ATTN Cash Ops Madison, WI 53708		c. TELEPHONE NUMBER (Include Area code) 1-800-555-6669	
d. ACCOUNT NUMBER 000-00-0001				e. LOAN 1 OF 1 LOANS	
2. SERVICEMEMBER					
a. TYPED OR PRINTED NAME (Last, First, Middle Initial) Rich Wanda B			b. ADDRESS (Street, City, State, and ZIP Code) 200 Million St Evergreen, WI 54840		
c. SOCIAL SECURITY NO. 000-00-0001		d. TELEPHONE NO. (Incl. Area Code) 608-555-3000			
I authorize the release of my financial data by lender/ holder to complete entries in SECTION III.			e. SIGNATURE <i>Wanda B Rich</i>		f. DATE SIGNED (YYMMDD) 020125
SECTION II - PERSONNEL OFFICE VERIFICATION (To be completed by personnel / unit records custodian)					
3. UNIT OF ASSIGNMENT					
a. UNIT DESIGNATION 2122d USAH			b. ADDRESS (Street, City, State, and ZIP Code) 123 Fix It Place Siren, WI 54872		
c. TELEPHONE NUMBER (Include Area Code) 608-555-3745		d. LOAN ELIGIBILITY DATE Date soldier signed addendum (Optional)			
4. PERSONNEL/UNIT RECORDS CUSTODIAN					
a. TYPED OR PRINTED NAME (Last, First, Middle Initial) Payne, Everett R.			b. SIGNATURE <i>Everett R. Payne</i> (Certifies completion of satisfactory year.)		c. DATE SIGNED (YYMMDD) 020125 (should be dated on/near soldier's anniversary date)
SECTION III - LOAN STATUS CONFIRMATION (To be completed by loan holder)					
5. LOAN DATA					
a. STATUS (X one) <input type="checkbox"/> In Default <input checked="" type="checkbox"/> Deferred		b. ORIGINAL AMOUNT \$2625.00 [Must match note(s)]		c. OUTSTANDING BALANCE \$2749.50	d. INTEREST DUE (Not Paid by DOE) \$23.50
e. DATA SHOWS CONSOLIDATION (When multiple loans are involved) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
6. LOANHOLDER DATA					
a. NAME Great Lakes Higher Ed Corp			c. ADDRESS (Street, City, State, and ZIP Code) PO Box 7860 ATTN Cash Ops Madison, WI 53708		
b. TELEPHONE NUMBER (Include Area Code) 1-800-555-6669			NOTE: Money amounts can not be altered in Section III		
7. INSTITUTION WHERE PAYMENT IS TO BE SENT					
a. NAME Great Lakes Higher Ed Corp			c. ADDRESS (Street, City, State, and ZIP Code) PO Box 7860 ATTN Cash Ops Madison, WI 53708		
b. TELEPHONE NUMBER (Include Area Code) 1-800-555-6669					
8. TYPE OF LOAN Stafford		9. ORIGINAL DATE OF NOTE (YYMMDD) 970630	10. UNPAID PRINCIPAL BALANCE \$2726.00	11. INTEREST RATE 5.6%	12. LOAN ACCOUNT NUMBER 000-00-0001-889 89
13. CERTIFYING OFFICER. As an official of the holding institution, I verify that SECTION III information is correct and current. Copy of the promissory note(s) is enclosed.					
a. NAME (Last, First, Middle Initial) (Please print or type) Banker, Cashe O.		b. TITLE Loan Officer		c. SIGNATURE <i>Cashe Only Banker</i> (Should be Original)	d. DATE SIGNED (YYMMDD) 020215 (Must be less than 6 months upon receipt by SLRP team.)

DD FORM 2475, DEC 2000

[Example of completed DD Form 2475 (DEC 00)]

14. REMARKS

Capitalized Interest \$76.00

(In order for capitalized interest to be paid, the loan agency must annotate it on either the DD Form 2475, the disbursement statement or an official document by their office.)

(The remarks may be used to address any other issues not covered.)

**DOD FORM 2475
"DOD EDUCATIONAL LOAN REPAYMENT PROGRAMS (LRP) ANNUAL APPLICATION"
INSTRUCTIONS**

SECTION I (To be completed by servicemember)

1. a. LENDER NAME. Institution that made the original loan to the servicemember. Loans are often sold so that the current holder of the loan may not be the original lender of the loan.

b. - c. Self-explanatory.

d. LOAN ACCOUNT NUMBER. (usually found on payment book or coupon or on promissory note.)

e. LOAN ____ OF ____ LOANS. If servicemember has more than one (1) loan, a separate DD Form 2475 must be completed for each loan. Item 1.e. will indicate the loan number; i.e., loan 1 of 3 loans, loan 2 of 3 loans, or loan 3 of 3 loans.

2. Self-explanatory. After completion and signature, the servicemember will forward this form to the unit personnel records custodian or unit clerk.

SECTION II (To be completed by the unit clerk or personnel records custodian.)

3. a. - c. Self - explanatory.

d. Date this loan eligibility if payable (accession date plus 1 year).

4. Self - explanatory. After completion and signature, the personnel records custodian will forward this form to the address in item 1b.

**SECTION III (To be completed by loan holder)
(Current loan holder should complete this section.)**

5. a. - d. Self - explanatory

e. DATA SHOWS CONSOLIDATION. If multiple loans have been consolidated, mark (X) "Yes" or "No" indicating consolidating action.

6. Self - explanatory.

7. Self - explanatory.

8. TYPE OF LOAN. Select from the list below: The loan must qualify under the Higher Education Act of 1965, Title 4, Parts B and E; the Health Education Assistance Loan under Part C, Title VII, Public Health Service Act; under Part B, Title VIII; Health Professional Loans that the SECDEF determines to be critical to meet wartime medical skill shortages; or William D Ford Federal Direct Loan.

9. - 12. Complete based on original loan data.

13. Self - explanatory. After completion and signature, the loan holder will forward form to the address in items 3a. and 3b.

14. Enter any additional information you believe is necessary.

DD FORM 2475 (BACK), DEC 2000

[Example of completed DD Form 2475 (DEC 00) indicating Capitalized Interest]

DOD EDUCATIONAL LOAN REPAYMENT PROGRAM (LRP) ANNUAL APPLICATION	CONTROL NO.		LOAN TYPE (x one)		Form Approved OMB No. 0704-0152 Expires May 31, 2006
			<input type="checkbox"/>	ACTIVE DUTY LRP	
			<input type="checkbox"/>	HEALTH PROFESSIONAL LRP	
		<input checked="" type="checkbox"/>	SELECTED RESERVE LRP		
<p>The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0152), 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO EITHER OF THESE ADDRESSES. FORWARD YOUR FORM TO THE APPROPRIATE ADDRESS AS INDICATED IN THE INSTRUCTIONS ON BACK.</p>					
PRIVACY ACT STATEMENT					
<p>AUTHORITY: 10 USC 2171, 2173, 16301, 16302, and EO 9397, November 1943 (SSN). PRINCIPAL PURPOSE: To administer the DoD Loan Repayment Program. ROUTINE USES: Release is restricted to the Department of Education, to the U.S. Public Health Service, to public and private higher educational institutions, to financial institutions, to the Internal Revenue Service, to private bill collection agencies. The information provided may be used in computer matching programs within the DoD or with any other affected Federal Agency for verification to determine your eligibility and/or compliance with the benefit program requirements being applied for herein and to effect recovery of any improper payments made toward delinquent debts owed by a beneficiary or former beneficiary. DISCLOSURE: Voluntary; however, failure to provide your Social Security Number may delay processing of your LRP application.</p>					
1. PERSONNEL OFFICE VERIFICATION (To be completed by the designated personnel officer)					
a. DESIGNATED PERSONNEL OFFICE/UNIT NAME			b. ADDRESS (Include ZIP Code)		
2122d USAH G1			123 Fix It Place Siren WI 54872		
c. TELEPHONE NUMBER (Incl. Area Code)		d. ENTITLEMENT DATE (YYYYMMDD)			
608-555-3745		20030120			
e. VERIFYING OFFICIAL. I certify that this servicemember has performed satisfactorily.					
(1) NAME (Last, First, Middle Initial)		(2) SIGNATURE		(3) DATE SIGNED (YYMMDD)	
PAYNE Everett R.		<i>Everett R. Payne (Certifies completion of satisfactory year.)</i>		030125	
2. SERVICEMEMBER DATA (To be completed by servicemember)					
a. NAME (Last, First, Middle Initial)			b. ADDRESS (Street, City, State, and ZIP Code)		
RICH WANDA B.			200 Million St Evergreen WI 54840		
c. SOCIAL SECURITY NO.		d. TELEPHONE NUMBER (Incl. Area Code)			
000-00-0001		608-555-4000			
I authorize the release of my financial data by lender/holder to complete Entries in Section 4.					
e. EMAIL ADDRESS		f. TOTAL OF PRIOR PAYMENTS		g. SIGNATURE	
wanda.b.rich@usarmy.mil		None		<i>Wanda B. Rich</i>	
3. LOAN DATA (To be completed by servicemember)					
a. NAME ON THE LOAN (Last, First, Middle Initial)		b. ORIGINAL DATE OF PROMISSORY NOTE (YYMMDD)		c. ORIGINAL LOAN AMOUNT	
NIGHTINGALE FLORENCE		970630		\$625	
d. LOAN <u>1</u> OF <u>1</u> LOANS		e. LOAN ACCOUNT NUMBER		f. LOAN HOLDER NAME	
		000-00-0001-01		GREAT LAKES HIGHER EDUCATION CORP	
g. LOAN HOLDER ADDRESS (Include ZIP Code)					h. TELEPHONE NUMBER (Include Area Code)
PO BOX 7860 ATTN CASH OPS MADISON WI 53708					1-888-555-6767
4. LENDER VERIFICATION (To be completed by loan holder)					
a. LOAN STATUS (X one)		b. UNPAID PRINCIPAL BALANCE		c. OUTSTANDING BALANCE	
<input checked="" type="checkbox"/> IN DEFAULT <input type="checkbox"/> DEFERRED		\$ 2726		\$ 2749.50	
<input type="checkbox"/> PAYMENTS BEING MADE <input type="checkbox"/> FORBEARANCE					
d. NAME AND ADDRESS OF INSTITUTION WHERE PAYMENT IS TO BE SENT (include ZIP Code)				e. FEDERAL TAX IDENTIFICATION NO.	
Great Lakes Higher Ed Corp PO BOX 7860 ATTN CASH OPS MADISON WI 53708				FIN 328745-083	
NOTE: Money amounts can not be altered in Section 4				f. TYPE OF LOAN (See Instructions)	
				STAFFORD	
				g. IS THIS A CONSOLIDATED LOAN?	
				YES NO	
h. CERTIFYING OFFICER. As an official of the holding institution, I verify that this information is correct and current. Copy of the promissory note is enclosed.					
(1) NAME (Last, First, Middle Initial)		(2) TITLE		(3) SIGNATURE	
Banker, Cashe O.		Loan Officer		<i>Cashe Only Banker (Should be Original)</i>	
				(4) DATE SIGNED (YYMMDD)	
				030208	
FORWARD THIS FORM TO THE ADDRESS LISTED IN SECTION 1, BLOCK b.					
5. REMARKS (The remarks may be used to address any other issues not covered. For enlisted soldiers, the interest data would have to be annotated in the remarks. Especially if it is included in 4c.) Annual Accrued Interest \$23.50 <i>CO.B</i> Capitalized Interest \$76.00 <i>CO.B</i>					

DD FORM 2475, MAY 2003

PREVIOUS EDITION MAY BE USED

[Example of completed DD Form 2475 (MAY 03), X-27.1]

5. REMARKS (Continued)

DD FORM 2475
"DOD EDUCATIONAL LOAN REPAYMENT PROGRAMS (LRP) ANNUAL APPLICATION"
INSTRUCTIONS

SECTION 1. PERSONNEL OFFICE VERIFICATION

(To be completed by the designated personnel officer.)

1.a. This is the office that will verify your entitlement to loan repayment and process this application. In some components it is the local unit, in others it is the Personnel Command. Check with your unit personnel officer if in doubt.

1.b. – c. Self-explanatory.

1.d. Enter the date this loan is eligible for repayment (YYYYMMDD).

1.e. The personnel officer's signature verifies the Servicemember has performed satisfactorily and is entitled to loan repayment for this period.

1.e (3) The date the personnel officer signed the form (YYYYMMDD).

SECTION 2. SERVICEMEMBER DATA

(To be completed by servicemember.)

2.a – e. Self-explanatory.

2.f. Enter the total amount of money that has been paid by the military under the Loan Repayment Program on your educational loans.

2.g. – h. Self-explanatory

SECTION 3. LOAN DATA

(To be completed by servicemember.)

3.a. Name as it appears on the promissory note.

3.b – c. Self-explanatory.

3.d. Loan ___ of ___ Loans. A separate DD Form 2475 must be completed for each loan if Servicemember has more than one (1) loan. For example, loan 1 of 3, loan 2 of 3 loans, and loan 3 of 3 loans.

3.e. Loan Account Number of the current loan holder (usually found on payment book or coupon or on promissory note).

3.f.– h. Identify the name, address, and telephone number of the institution that currently holds your loan. Please list any additional contact information in Section 5, Remarks.

SECTION 4. LENDER VERIFICATION

(To be completed by loan holder.)

4.a. Mark X in the appropriate box.

4.b. Self-explanatory.

4.c. Principal plus interest, plus any fees. Please specifically list the fees in Section 5, Remarks.

4.d. Complete this block only if different than the one listed in 3.f. and 3.g.

4.e. Loan holder must provide their Federal tax identification number for tax withholding.

4.f. Type of Loan. Select from list below: The loan must qualify under the Higher Education Act of 1965, Title 4, Parts B and E; the Health Education Assistance Loan under Part C, Title VII, Public Health Service Act; under Part b, Title VIII; Health Professional Loans that the SECDEF Determines to be critical to meet wartime medical skill Shortages; or William D. Ford Federal Direct Loan.

4.g. If multiple loans have been consolidated, mark (X) "Yes" or "No" indicating consolidating action.

4.h. Self-explanatory.

After completion and signature, the personnel records custodian will forward this form to the address listed in Section 1, block b.

SECTION 5. REMARKS.

Use this section to enter additional information that will Assist in processing this application.

DD FORM 2475 (BACK), MAY 2003

[Example of completed DD Form 2475 (MAY 03) continued]

P-28. Promissory Note.

An example of a promissory note is on the following page. The soldier and lender must complete this form. The soldier's and an official signature must be on the note. The note will identify the loan amount approved. Each financial aid/loan agency has its own application and promissory note format. These formats will vary.

APPLICATION and PROMISSORY NOTE FOR FEDERAL STAFFORD LOANS (subsidized and unsubsidized) OMB No. 1840-0717 From Approved Exp. Date 03/31/99 WARNING: Any person who knowingly makes a false statement or misrepresentation on this form is subject to penalties which may include fines or imprisonment under the United States Criminal Code and 20 U.S.C. 1097			Guarantor or Program Identification GREAT LAKES HIGHER EDUCATION GUARANTY CORPORATION		
Borrow Section			Please Print neatly or type. Read the instructions carefully.		
1. Last Name Rich		First Name Wanda	MI B	2. Social Security Number 000-00-0001	
3. Permanent Street Address (If P O Box, see instructions) 200 Million St			4. Telephone Number 608-555-7115	5. Loan period (Month/Year) From: 07-97 To: 07-00	
City Code Evergreen	State WI	Zip 54840	6. Drivers License Number (List state abbreviation first.) WI W12347956789		
7. Lender Name Code	City	State	Zip	8. Lender Code, if known	9. Date of Birth (Month/Day/Year) 12/31/79
10. References: You must provide two separate references with different U.S. addresses. The first reference should be a parent or legal guardian (if living). Both references must be completed fully.					
Name:		1. Sheila Best		2. Bill Meek	
Permanent Address		1033 Superior Ave		210 Working Dr	
City, State, Zip Code		Loyal WI 54446		Tuckaway WI 53221	
Area Code / Telephone		(608) 555-2341		(608) 555-6361	
Relationship to Borrower		Mother		Grandfather	
Loan Assistance Requested			<input checked="" type="checkbox"/>	a. Subsidized Federal Stafford	<input type="checkbox"/> b. Unsubsidized Federal Stafford
11. I request the following loan type(s), to the extent I am eligible (see instructions):					
12. I request a total amount under these loan types not to exceed (see instructions for loan maximums); My school will certify my eligibility for each loan type for which I am applying. The amount and other details of my loan(s) will be described to me in a disclosure statement.					
13. If I check yes, I am requesting postponement (deferment) of repayment for my Stafford and prior SLS loan (s) during the in school and grace periods. If I check no, I don't want to defer repayment.					
<input type="checkbox"/> a. Yes, I want a deferment. <input type="checkbox"/> b. No, I do not want a deferment.					
14. If I check yes, I am requesting that the lender add the interest on my unsubsidized Stafford and prior SLS loan(s) which accrues during the in-school and deferment periods to my loan principal (capitalized). If I check no, I prefer to pay the interest.					
<input type="checkbox"/> a. Yes, I want my interest capitalized. <input type="checkbox"/> b. No, I prefer to pay the interest.					
15. If my school participates in electronic funds transfer (EFT). I authorize the school to transfer the loan proceeds received by EFT to my student account.					
<input type="checkbox"/> a. Yes, transfer funds. <input type="checkbox"/> b. No, do not transfer funds.					
Promissory Note					
Note, plus interest and other fees, which may become due as provided in the Note. If I fail to make payments on this Note when due I will also pay reasonable collection costs, including attorney's fees, court costs, and collection fees. I understand I may cancel or reduce the size of any loan by refusing to accept any understand, and agree to the terms and conditions of the Application and Promissory Note, including the Borrower Certification and Authorization printed on the reverse side and the accompanying Borrower's Rights and Responsibilities statement.					
THIS IS A LOAN (S) THAT MUST BE REPAYED.					
16. Borrower's Signature <i>Wanda B Rich</i>				Date 06/30/97	
SCHOOL SECTION					
17. School Name Western WI Technical College			23. School Code/Branch 0038400		28. Telephone Number (608) 555-7890
18. Street Address Attn Financial Aid Office			24. Cost of Attendance \$ 6838.00		29. Recommended Disbursement Date(s) (Month/Day/Year) 1st 07/07/97 2nd 01/07/99
City LaCrosse	State WI	Zip Code 54603	25. Federal Expected Family Contribution \$ 4213.00		3 rd 4 th
19. Loan Period (Month/Day/Year) 07/01/97 - 07/31/00			26. Estimated Financial Aid \$ 1300.00		30. School Certificate (See box on the reverse side)
20. Grade Level			27. Certified Loan Amounts a. Subsidized \$ 2625.00		Signature of Authorized School Official <i>Joanna Hutton-Hancock</i>
21. Anticipated Completion (Graduation) Date (Month/Day Year)			b. Unsubsidized \$.00		Print or Type Name and Title Joanna Hutton-Hancock
22. Enrollment Status (Check One)		Full Time	At Least half time	Date Check box if electronically transmitted to guarantor	
LENDER SECTION					
31. Lender Name GLHEC			32. Lender Code/Branch GB1-55	33. Telephone Number (608) 555-9999	34. Lender Use only
Street Address PO Box 7987			35. Amount (s) approved a. Subsidized \$ 2625.00		b. Unsubsidized \$.00
City Madison	State WI	Zip Code 53707	36. Signature of Authorized Lending Official <i>Cashe O. Banker</i> Print or Type Name, Title, and CO Banker, LO		

(Example of a Promissory Note)

P-29. Master Promissory Note and Disbursement Statement.

An example of a master promissory note and disbursement statement are on the next two pages. The soldier must completed and sign. The disbursement statement will show a dollar amount and date disbursed. The most current disbursement statement must be submitted with each submission. The formats for master promissory notes and disbursement statements will vary.

Current Disclosure Statement for Unsubsidized Federal Stafford Loan
As of 12-04-2001

Loan Guarantee and Disclosure Information			
Borrower	000-00-0003	Loan Period	08-30-1999 – 05-18-2000
Application Date	09 – 15 - 1999	Interest Rate	6.32% on 09-21-1999
Guarantee Date	09 – 15 – 1999	Guarantee Fee	0.00%
Grade Level	01	Origination Fee	3.00%
Anticipated Graduation Date	05 - 30 - 2001	Grace Period	6 months

000003000
MONEE P JESSOME
1149 TOWN HALL DR
EAGAN MN 55122

MN

School Information
INVER HILLS CMTY COL 009740 00
2500 80TH STR EAST
INVER GRV HTS MN 55076

Student Information
000-00-0003
MONEE P JESSOME

Disbursement Schedule

Disb	Est Disp Date	Disb Amount	Guarantee Fee	Origination Fee	Net Amount	Method	Disb on Hold
1	09 – 21 - 1999	\$1,312.00	\$0.00	\$39.36	\$1,272.64	EFT	
2	01 – 25 – 2000	\$1,312.00	\$0.00	\$39.36	\$1,272.64	EFT	
	TOTALS	\$2,624.00	\$0.00	\$78.72	\$2,545.28		

THIS IS A LOAN THAT MUST BE REPAID

Your loan for \$2,624.00 was guaranteed on 09-15-1999. The loan funds will be sent to the school on or after the above estimated disbursement dates. Only those loans for which you are eligible have been guaranteed. See your application/Promissory Note for more information.

The interest rate is based on the bond equivalent rate of the 91-day Treasury Bill auctioned just prior to Jun 1, plus 1.7% during in-school, grace, and deferment, and 2.3% during repayment. The rate will not exceed 8.25%.

If starting the first year of undergraduate study, your first disbursement may be delayed for 30 days after the start of classes.

Listed below is the estimate of current Title IC indebtedness (including this loan) for loans guaranteed by Great Lakes Higher Education Guaranty Corporation			
Subsidized Stafford Amount	\$3,500.00	PLUS Amount	\$0.00
Unsubsidized Stafford Amount	\$8,374.00	Consolidated Loan Amount	\$0.00

Servicer Information
WELLS FARGO EFS
301 E 58TH STREET N
SIOUX FALLS, SD 55104
(800) 555-8008

(Example of Disbursement Statement)