

SECTION D

Direct Loan Forms

Sample PLUS Manifest

Report Date: 99/99/9999
Report Time: 99:99:99

U.S. DEPARTMENT OF EDUCATION
Federal Direct Loan Program
Promissory Note Shipping Manifest

Page: 99

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

PROMISSORY NOTE SHIPPING BATCH NUMBER: #AX99999999999999

BORROWER'S NAME STUDENT'S NAME STUDENT'S CURRENT SSN -----	LOAN ID -----
XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXX X XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXX X 9999999999	9999999999X99999999999
ABCDEFGHIJKLMNQP, QRSTUVWXY Z XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXX X 9999999999	9999999999X99999999999
BCDEFGHIJKLMNQPQ, RSTUVWXYZ A XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXX X 9999999999	9999999999X99999999999

NUMBER OF NOTES FOR SHIPPING _____

I hereby certify that each student named on the enclosed applications/promissory notes is accepted for enrollment on at least a half-time basis and is making satisfactory progress in a program that is eligible for the loan type certified. I certify that each borrower is an eligible borrower in accordance with the Act and has been determined eligible for a loan in the amount certified. I further certify that the disbursement schedules comply with the requirements of the Act and hereby authorize the Department of Education to adjust disbursement dates if necessary to ensure compliance with the Act. I further certify that, based on records available and due inquiry, each student has met the requirements of the Selective Service Act, that each student is not liable for an overpayment of any Federal grant made under the Act, and that the information provided in the Borrower, Student and School sections of the applications/promissory notes (including information supplied in electronic format) is true, complete and accurate to the best of my knowledge and belief.

SCHOOL CODE: X99999 NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

SIGNATURE: _____

FAA NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Disclosure Statement (continued)

THIS DISCLOSURE STATEMENT REPLACES ANY PREVIOUS DISCLOSURES YOU RECEIVED FOR YOUR LOAN(S). IF YOU HAVE ANY QUESTIONS ABOUT THIS STATEMENT OR YOUR PROMISSORY NOTE, CONTACT YOUR SCHOOL.

The total of the **Loan Amount** for both Direct Subsidized Loans and Direct Unsubsidized Loans is the total principal amount certified by your school on the loan(s) as of the date of this Disclosure Statement. The **Net Disbursement Amount** reflects the amount you will actually receive after loan fees are deducted.

For terms applicable to the loan(s), please refer to the Master Promissory Note and the Borrower's Rights and Responsibilities Statement. **YOU WILL BE NOTIFIED BY YOUR SCHOOL AND BY THE DIRECT LOAN SERVICING CENTER WHEN DISBURSEMENTS ARE MADE. BEFORE DISBURSEMENTS ARE MADE YOU MUST HAVE SIGNED A PROMISSORY NOTE.**

IF YOU DO NOT WANT ALL OR A PORTION OF ANY DISBURSEMENTS REFLECTED ON THIS DISCLOSURE, YOU MAY DECLINE THE LOAN(S) OR REDUCE THE AMOUNT OF THE LOAN(S) BY NOTIFYING YOUR SCHOOL IN WRITING OR BY RETURNING THE FUNDS WITHIN THE FOLLOWING TIMEFRAMES:

IF YOUR SCHOOL CREDITS YOUR LOAN(S) TO YOUR STUDENT ACCOUNT, YOU MAY CANCEL ALL OR A PORTION OF THE LOAN(S) BY INFORMING YOUR SCHOOL WITHIN 14 DAYS AFTER THE DATE YOUR SCHOOL SENDS YOU A DISBURSEMENT NOTICE, OR BY THE FIRST DAY OF THE PAYMENT PERIOD, WHICHEVER IS LATER. (YOUR SCHOOL CAN TELL YOU THE FIRST DAY OF YOUR PAYMENT PERIOD.)

YOU MUST RETURN ANY FUNDS RECEIVED WITHIN 120 DAYS OF DISBURSEMENT TO AVOID INCURRING INTEREST CHARGES AND LOAN FEES. (THE LOAN FEE WILL BE REDUCED OR ELIMINATED IN PROPORTION TO THE AMOUNT OF THE DISBURSEMENT RETURNED.)

NOTE: THE INTEREST RATE ON YOUR DIRECT SUBSIDIZED AND DIRECT UNSUBSIDIZED LOAN IS VARIABLE.

KEEP THIS DOCUMENT FOR YOUR RECORDS.

Sample Master Promissory Note

(The Sample MPN will be provided as soon as available.)

Sample PLUS Promissory Note/Application

(The PLUS Prom Note/Application will be provided as soon as available.)

Direct Loans

William D. Ford Federal Direct Loan Program

03/07/2000

Dear School/Borrower:

While processing the enclosed promissory note(s) batch, we identified the following missing or incorrect information:

- _____ Alterations to preprinted text without authorized initials
- _____ Invalid/Missing loan identification number
- _____ No original signature (Xerox or faxed copy)
- _____ Driver license incomplete
- _____ Document in pencil
- _____ Section/Block ___ not completed
- _____ No signature on document
- _____ Manifest errors
- _____ Missing legal text
- _____ Student or Parent is in default
- _____ This is a duplicate; we already have a copy
- _____ This document was torn or damaged at **LOC/DLSC**
- _____ Year five loans must be on year five-promissory note
- _____ Section block numbers 20 and 21 on Plus note needs signature and date
- _____ Invalid signature. Please provide official state or federal document to verify/validate signature provided on Promissory Note
- _____ **Immediately, return promissory notes as they are generated and signed**
- _____ Other _____

Because we are not permitted by law to alter the original promissory note, we are enclosing it for correction(s) as noted above. Please assist the borrower in completing the promissory note, assuring that the correct information has been incorporated where needed. When the promissory note(s) has been completed and corrected, please return it to the Loan Origination Center so that processing of the loan may continue.

If you have any questions, the Loan Origination Center is available to assist you from 8:00 AM to 8:00 PM, Eastern Standard Time, Monday through Friday. We can be reached, toll-free, at 1-800-848-0978. Our toll-free TDD number for the hearing impaired is 1-800-557-7395.

Please return the corrected promissory note(s) to:

Regular Postal Delivery Delivery

U.S. Department of Education
Loan Origination Center
School Relations
P. O. Box 5692
Montgomery, AL 36103-5692

Express/Overnight

U. S. Department of Education
Loan Origination Center
School Relations
474 South Court Street Suite 400
Montgomery, AL 36104

LCEX1V01

Our Mission is to Ensure Equal Access to Education and to Promote Educational Excellence Throughout the Nation