

*SAMPLE FORMAT FOR REQUESTING APPROVAL TO MAKE A LATE DISBURSEMENT
BEYOND THE 120-DAY PERIOD*

[School or School Servicer Letterhead]

Date: May 16, 2005

To: U.S. Department of Education, FSA

From: Jane Doe, Associate Director of Financial Aid
XYZ University
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Re: Request for approval to make a late disbursement beyond the 120-day period

Student's name: Thomas Smith
Student's SSN: 111-11-1111

Aid type: FFEL
Subsidized Federal Stafford Loan, \$1932 (second disbursement)
Unsubsidized Federal Stafford Loan, \$1675 (second disbursement)

Certification date: 08/16/2004
Loan period: 08/30/2004 to 12/23/2004 (student completed)

Lender's name: ABC Bank

Reason disbursement was not made while student was enrolled or within 120-day late disbursement period:

Due to a problem with our school's computer system, these fall-only loans were incorrectly processed as fall-spring loans and the second disbursements were scheduled for the spring 2005 semester. When the error was discovered shortly after the start of the fall semester, the spring disbursements were cancelled. However, we neglected to request the second disbursements of the fall-only loans from the lender in a timely manner, and it is now more than 120 days after the loan period end date.