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February 2005

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FP-05-03

Subject: Approval of Unpaid Refund Loan Discharge Application

Summary: This letter announces the approval of a revised unpaid refund loan discharge application and provides guidance on the implementation of the revised form.

Dear Colleague:

The Office of Management and Budget (OMB) has approved a revised version of the Loan Discharge Application: Unpaid Refund (OMB Number 1845-0058). This form is used by borrowers in the Federal Family Education Loan (FFEL) Program and the William D. Ford Federal Direct Loan (Direct Loan) Program to apply for discharge of the portion of a loan that was not refunded in accordance with Title IV regulations. A PDF version of the revised form is included as an attachment to this letter.

Implementation and Transition to New Form

Program participants may begin distributing the revised form immediately. Beginning July 1, 2005, only the revised form may be provided to borrowers. However, the previous version of the form may continue to be processed after that date.

Imaging Technology

To accommodate imaging technology that may be used by a program participant, the Loan Discharge Application: Unpaid Refund instructs the borrower to complete and sign the form using dark ink. However, consistent with the use of other common FFEL and Direct Loan forms, a signature in pencil does not invalidate the form.

Printing Instructions

The form must be printed with black ink on white paper. The typeface, point size, and general presentation of the form may not be changed from the attached approved form. The loan program names ("Federal Family Education Loan Program" and "William D. Ford Federal Direct Loan Program") appear in the header of the form. While the order of the program names may be reversed depending on the program in which the form is being used, both program names must remain on the form.

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Page 2 – Approval of Unpaid Refund Loan Discharge Application

Program participants should preprint their name and address and provide contact information for borrowers in the spaces provided in Section 9 on the second page of the form.

Blank space at the top, bottom, or sides of the form may be used for bar coding purposes.

Obtaining Copies for Reproduction

Arrangements have been made to distribute the form to program participants. A PDF version of this form will also be available on the National Council of Higher Education Loan Programs (NCHELP) web site at www.nchelp.org.

No changes may be made to the form except those expressly authorized above. Guaranty agencies are responsible for ensuring that the form they use is otherwise identical to the OMB-approved form attached to this letter.

Sincerely,



Jeff Baker
Director, Policy Liaison and Implementation
Federal Student Aid

Attachment: Loan Discharge Application: Unpaid Refund (PDF, 2 pages)