

HARVARD UNIVERSITY, STUDENT LOAN OFFICE, 1033 MASSACHUSETTS AVENUE, 2<sup>ND</sup> FLOOR, CAMBRIDGE, MA 02138  
FEDERAL PERKINS LOAN CANCELLATION AND POSTPONEMENT REQUEST for  
PUBLIC SERVICE LOAN CANCELLATION PROGRAMS

Harvard ID#: \_\_\_\_\_

Please print:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone#: \_\_\_\_\_

Email Address: \_\_\_\_\_

Two forms are required for each year-a **postponement request** submitted at the beginning of the year and a **cancellation request** submitted at the end of that year's service.

**This is to certify that I am employed FULL TIME in one of the following fields: (Check appropriate item)**

\_\_\_ **Nurse or Medical Technician** certified, registered or licensed by the state in the field of \_\_\_\_\_ providing medical services during the period for which I am requesting benefits. (Med. Tech/RN Lic. Date: \_\_\_\_\_)

\_\_\_ **Child or Family Services** as a provider in an eligible public or private non-profit child or family service agency providing or supervising the provision of services directly and exclusively to both high risk children and the families of such children who are from low-income communities. (Services provided to adults must be secondary to services provided to high-risk children.)

\_\_\_ **Law Enforcement, Corrections Officer, Prosecuting Attorney** for a federal, state, or local agency or **employed by a public defender organization.**

\_\_\_ **Fire Fighters** for service to a federal, state, or local fire department or fire district.

\_\_\_ **Tribal College/University** faculty member.

\_\_\_ **Librarian** with a master's degree in library science employed in a low-income school or public library serving low-income schools.

\_\_\_ **Active Military Duty** as a member of the U.S. Armed Forces or a member of the Reserve component entitled to special pay for duty subject to hostile fire or imminent danger for at least one full year. You must provide the exact location of area of hostilities or imminent danger: \_\_\_\_\_ (Attach a copy of your orders).

\_\_\_ **Volunteer Services** in the Peace Corps/VISTA (must be the VISTA program).

**DATES OF EMPLOYMENT (must = one year and be full time)**

I am requesting postponement FROM \_\_\_ I \_\_\_ I \_\_\_ TO \_\_\_ I \_\_\_ I \_\_\_ I will continue in this position until \_\_\_ I \_\_\_  
mo day yr mo day yr mo yr  
(Duration indicated can be no longer than 12 months)

**DECLARATION:** I declare that the information shown above is true and accurate. I further declare that I will notify Harvard University's Student Loan Office immediately upon change in my status. I further understand that if for any reason I am unable to complete the year of service for which I have requested postponement benefits, I will begin repayment of my loan, including postponed payments immediately.

**SIGNATURE OF BORROWER REQUIRED:**

\_\_\_\_\_  
DATE \_\_\_\_\_

**CERTIFICATION OF STATUS by qualifying official (commanding officer, supervisor, university official)**

Anticipated employment completion date: \_\_\_ | \_\_\_ | \_\_\_  
mo day yr

The information above is correct for the period from \_\_\_ I \_\_\_ I \_\_\_ to \_\_\_ I \_\_\_ I \_\_\_ and any additional conditions for eligibility as set forth on this form have been met. I CERTIFY THE INFORMATION STATED ABOVE TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
Name of Organization/Agency/Institution

\_\_\_\_\_  
Signature of Official

\_\_\_\_\_  
Address Street

\_\_\_\_\_  
Title Official Stamp or Seal (if applicable)

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Date ( ) Phone

## POSTPONEMENT OF PERKINS LOAN PAYMENTS

You may be eligible for partial cancellation of a percentage of the original principal balance of your Perkins loans if you complete at least one year of a service detailed below. At the beginning of the service year, you must have made all payments due and submit a completed Postponement Request form to the Harvard Student Loan Office. At the end of the year, you must file a cancellation form certifying that you have completed the year of service. With the exception of cancellations for military (prior to 8/14/08) and volunteer service, the cancellation rate is 15% of the original principal loan amount for the 1<sup>st</sup> and 2<sup>nd</sup> years completed; 20% for the 3<sup>rd</sup> and 4<sup>th</sup> years; and 30% for the 5<sup>th</sup> and final year.

**Nurse or Medical Technician Cancellation:** The borrower has served full time as a nurse or medical technician providing health care services. The borrower must provide health care services *directly* to patients.

**Child or Family Services Cancellation:** The borrower has served full time as an employee of an eligible public or private nonprofit child or family service agency and has directly and exclusively provided services to high-risk children who are from low-income communities or has supervised the provision of such services. To receive loan cancellation for being employed at a child or family service agency, a borrower employed in a non-supervisory capacity must be providing services directly and exclusively only to high-risk children who are from low-income communities. The borrower may also be providing services to adults, but these adults must be members of the families of the children for whom services are provided, and the services provided to adults must be secondary to the services provided to the high-risk children. The types of services a borrower may provide to qualify for a child or family service cancellation include child care and child development services, health, mental health and psychological services, as well as social services. The Department of Education has determined that an elementary or secondary school system or a hospital is not an eligible employing agency.

**Law Enforcement/Corrections Officer/Prosecuting Attorney/Public Defender Cancellation:** The borrower has served full time as a qualifying law enforcement or corrections officer. To establish the eligibility of a borrower for the law enforcement or corrections officer cancellation provision, the school must determine that (1) the borrower's employing agency is eligible and that (2) the borrower's position is essential to the agency's primary mission.

1. A local, state, or federal agency is an eligible employing agency if it is publicly funded and its activities pertain to crime prevention, control, or reduction or to the enforcement of the criminal law. Such activities include, but are not limited to, police efforts to prevent, control, or reduce crime or to apprehend criminals; activities of courts and related agencies having criminal jurisdiction; activities of corrections, probation, or parole authorities; and problems relating to the prevention, control, or reduction of juvenile delinquency or narcotic addiction. Agencies that are primarily responsible for enforcement of civil, regulatory, or administrative laws are ineligible. However, in recognition of the fact that the activities of many divisions and bureaus within local, state, and federal agencies pertain to crime prevention, control, or reduction, or to the enforcement of criminal law, the Department of Education has determined that a sub-unit within a larger, non-law enforcement agency may qualify as a law enforcement agency for purposes of a law enforcement cancellation.
2. For the borrower's position to be considered essential to the agency's primary mission, he or she must be a full time employee of an eligible agency and a sworn law enforcement or corrections officer or person whose principal responsibilities are unique to the criminal justice system and are essential in the performance of the agency's primary mission.

Effective August 14, 2008, The law enforcement/corrections officer cancellation is expanded to include full time attorneys employed in Federal Public Defender Organizations or Community Defender Organizations, established in accordance with Section 3006A(g)(2) of Title 18, U.S.C.

**Full Time Fire Fighters:** The borrower has served as a full time fire fighter with a local state or federal fire department or fire district.

**Tribal College/ University Faculty Service:** The borrower has served as a full time faculty member at a Tribal College/University.

**Librarian Service:** The borrower has served as a full time librarian with a master's degree in library science and is employed in an elementary or secondary school that qualifies for Title I funding, or in a public library that serves a geographic area that includes one or more Title I schools.

**Military Service Cancellation:** The borrower has served a period of full time active duty in the armed forces (that is, the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard), the National Guard, or the Reserves. The service must be in an area of hostilities or an area of imminent danger that qualifies for special pay under Section 310 of Title 37 of the U.S. Code.

Effective August 14, 2008, The Higher Education Opportunity Act eliminated the 50 percent limitation on military service cancellations. Borrowers may now receive military service cancellation of up to 100 percent of the loan.

**Volunteer Service Cancellation:** The borrower has served as a Peace Corps or Americorps\*VISTA (under Title I, Part A of the Domestic Volunteer Service Act of 1973) volunteer. An authorized official of the Peace Corps or Americorps\*VISTA program must sign the borrower's cancellation form to certify the borrower's service. Americorps volunteers do not qualify for this cancellation unless their volunteer service is with Americorps\*VISTA. An Americorps\*VISTA volunteer may only qualify for this cancellation if the Americorps\*VISTA volunteer elects not to receive a national service education award for his or her volunteer service. The Americorps\*VISTA volunteer must provide appropriate documentation showing that the volunteer has declined the Americorps national service education award.

Forms should be returned to: **Harvard University, Student Loan Office, 1033 Massachusetts Avenue, 2<sup>nd</sup> Floor, Cambridge, MA 02138**