

## **DEFERMENT APPLICATION FOR PARTIAL CANCELLATION:**

Once you begin to perform a service that is eligible for cancellation, a **deferment application for partial cancellation** (*Information & Forms page*) is necessary. The application provides the Office of Student Loans and Scholarships the necessary information to make a preliminary decision on whether or not you may be eligible for a cancellation.

### Applying for a Deferment Application for Partial Cancellation

1. Print the deferment application for partial cancellation (*Information & Forms page*).
2. Part I - Provide the necessary personal information to process your deferment request.
3. Part II – Request your cancellation by checking the appropriate box.
4. Part III – Provide the necessary employment information. Under “Description of Duties”, please list a detailed description of your duties.
5. Send the completed application to:

Office of Student Loans and Scholarships  
108 Shields Building  
University Park, PA 16802

Once your deferment application for partial cancellation is received, our office will send you a notification of eligibility. If you are eligible, you will be notified of your deferment coverage and a cancellation form(s) (*Information & Forms page corresponding to the type of cancellation*) will be enclosed. Please submit your cancellation form(s) approximately one (1) month prior to the expiration of your deferment.

Once your completed and certified cancellation form(s) is returned to our office, it will be reviewed for final approval. Once approved and your outstanding balance has been reduced through cancellation, you will receive a notification letter and a new cancellation form(s) from our office. Your loan(s) will be automatically deferred for the following year, pending the completion and submission of the new cancellation form(s).

### Termination of Employment

If your employment is terminated for any reason, you will receive a grace period of six (6) months from the date of termination. Principal and interest will not accrue during the grace period. Upon termination, please contact our office immediately for further information.

### What are my options if I am not eligible for a cancellation?

If your loan is not eligible for cancellation and you are unable to meet your scheduled payments, you may apply for an [economic hardship deferment or forbearance](#)