

STATEMENT OF RIGHTS & RESPONSIBILITIES
Institutional student loans lent by California Polytechnic State University, SLO

Institutional Loan Lender: Cal Poly, San Luis Obispo Student Accounts Office Admin. Bldg., Rm. 211 SLO, CA 93407 (805) 756-2608	Institutional Loan Billing Service: ECSI 181 Montour Run Road Coraopolis PA 15108 (888) 549-3274 WWW.ECSI.NET
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I understand that:

1. In the event the lender, Cal Poly, SLO, and I agree to transfer my loan debt to a new Note –
 - The loan file will be transferred to the billing service outlined above. Said billing service will manage all repayment activity associated with my loan. This includes all billing address, phone changes, and deferment/forbearance & hardship application issues;
 - The service charge associated with the making of my loan will be added as accrued interest;
 - If applicable, the one-time late fee, and/or penalty charges, will be added as accrued interest.
2. In my last quarter of half time enrollment (undergrad = 6 units and grad = 4 units) I must arrange for my REQUIRED student loan exit interview. I will do so by accessing the Student Accounts Office web page: http://www.afd.calpoly.edu/Student_Accounts/Student_loan/exitinst.htm. Failure to complete the exit interview process as requested will result in Cal Poly withholding all services until the loan is paid in full, or the exit interview process is complete.
3. Taking a school-approved leave of absence, or dropping below half time enrollment FOR ANY REASON will automatically put me in my 6-month grace period (grace period = the amount of time between dropping below half time enrollment and the first payment coming due).
4. At any time during repayment I may request that my loan(s) be rehabilitated. Further information on this repayment option can be found by accessing the following web page: http://www.afd.calpoly.edu/Student_Accounts/Student_loan/rehabhome.htm.
5. Cal Poly and/or its billing service DOES, at least annually, report all repayment information to the three major credit bureaus. Accurately reported information is NOT negotiable, even after the loan has been paid in full.
6. There is never a prepayment penalty. I may make payment in excess of the amount expected at any time. Unless otherwise notified, any amounts received in excess of the amount expected will be applied to the principal balance and WILL NOT take the place of my regularly scheduled payments.
7. If I choose to pay off the loan within my grace period I will not be charge any interest, with the exception of accrued interest as outlined in #1 of this document.
8. My loan may be subject to late fees of up to 20% of the past due installment.
9. I must, without exception, notify the billing service, ECSI within 10 days if (A) I withdraw from Cal Poly; (B) my name should change (I will need to provide verification of the change); (C) I transfer to another school (I may need to supply enrollment verification); (D) I drop below half time units at any school I am attending; (E) my billing address and/or phone number should change (do not rely on the Post Office's Address Change form, CONTACT THE BILLING SERVICE DIRECTLY); or (F) I think I'm eligible for a deferment or forbearance (forms should be requested and eligibility determined by the billing service, ECSI: www.ecsi.net).
10. If I fail to pay my loan as agreed, my loan will be assigned to a collection agency, and may be accelerated (loan balance due and payable IN ITS ENTIRETY); all loan benefits may no longer be available to me; and I will be required to pay all collection, court, and attorney's fees if my loan becomes, or persists to be, past due without appropriate arrangements being made, and kept, to bring the loan current.
11. I am expected to contact the billing service, ECSI, BEFORE THE DUE DATE, if I cannot make my payment on time. Cal Poly will withhold all services until my delinquent/defaulted loan account has been brought current and/or paid in full.
12. I understand that whether or not I receive my monthly billing statement, my payment is due on time. I further understand that I am expected to promptly answer all communications – written or otherwise – from Cal Poly and/or ECSI.
13. ECSI will attempt to notify me during enrollment, and during my grace period with information related to my disbursements; my exit interview requirement; and loan repayment information. I understand that it is my responsibility – even during enrollment at Cal Poly – to maintain a current address and phone number on my ECSI loan account: www.ecsi.net.
14. My Institutional loan has a repayment period of 5 years – not including periods of deferment, forbearance, or hardship, as determined by Cal Poly, SLO.
15. If I enter the military service, Peace Corps, VISTA, or comparable services, become an officer of the Commission Corps of the U.S. Public Health Services, serve an approved internship which is required to begin professional practice, or if I return to at least half time study at an accredited institution of higher education, I may request that payment on my loan be deferred. Such a request should be made to the billing service, ECSI.
16. If I allow my loan to be more than 120 days past due, it will be considered in default, and such a status may compromise my ability to receive future Title IV funds, or additional institutional loan funds, through Cal Poly, SLO, until such time as the defaulted loan is paid in full. Further, Cal Poly, SLO will withhold all services until such time as the loan is paid in full.
17. This loan will be discharged in the event of my death, and/or permanent disability (determined using the Federal Perkins loan program guidelines in place on the first day of the disability status – as reported on a Physician's Affidavit). I understand that I, or a person acting in my best interest, must inform ECSI of such a status.
18. **I UNDERSTAND THAT I MUST REPORT ALL BILLING ADDRESS AND PHONE NUMBER CHANGES TO ECSI DIRECTLY: WWW.ECSI.NET .**

I attest that I have read and understand my repayment responsibilities and the options available to me. I understand that the money I receive(d) may be used only for educational expenses, and it is a loan that must be repaid. The loan must be repaid in a timely manner as called for in my Promissory Note. The payment terms associated with this loan program were mutually agreed upon between me and my lending institution, Cal Poly, San Luis Obispo. In signing below I acknowledge that I have printed out an exact copy of this form, and that said copy will be considered the "borrower's copy".

Date of Signature	Print Full Name	Signature	Social Security Number
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COMPLETE BOTH PAGES OF THIS WORKSHEET AND SUBMIT WITH SUPPORTING DOCUMENTS (SEE PAGE ONE)

BORROWER INFORMATION:

1. NAME: FIRST MIDDLE LAST			2. DATE OF BIRTH: (MO/DAY/YEAR)		
3. MARTIAL STATUS: <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED		4. SOCIAL SECURITY NUMBER		5. DRIVER'S LICENSE OR STATE IDENTIFICATION CARD STATE: NUMBER:	
6. LOCAL (SCHOOL) ADDRESS. IF YOU DONT HAVE ONE YET, COMPLETE PERMANENT ADDRESS ONLY. MAILING ADDRESS			7. PERMANENT MAILING ADDRESS. REFERENCE AN ADDRESS WHERE YOU CAN ALWAYS GET YOUR MAIL MAILING ADDRESS		
CITY STATE ZIP			CITY STATE ZIP		
8. REQUIRED PHONE NUMBERS:		LOCAL AT SCHOOL (WITH AREA CODE)	PERMANENT (WITH AREA CODE)	WORK (WITH AREA CODE & EXTENSION)	
9. OPTIONAL INFORMATION:		E-MAIL ADDRESS (MOST COST EFFECTIVE)	CELL PHONE (WITH AREA CODE)	PAGER (WITH AREA CODE)	
10. BORROWER'S EMPLOYER, NAME OF COMPANY AND COMPLETE MAILING ADDRESS					

SPOUSE INFORMATION: IF YOU ARE NOT MARRIED SKIP TO QUESTION #15

11. NAME: FIRST MIDDLE LAST			12. DATE OF BIRTH: (MO/DAY/YEAR)		
13. SOCIAL SECURITY NUMBER		14. IS YOUR SPOUSE ATTENDING SCHOOL? IF "YES" WHERE? NAME, CITY & STATE OF SCHOOL <input type="checkbox"/> NO <input type="checkbox"/> YES			

BORROWER'S PARENTAL INFORMATION: (REQUIRED)

15. FATHER: NAME: FIRST MIDDLE LAST			FATHER'S EMPLOYER		
MAILING ADDRESS			EMPLOYER'S MAILING ADDRESS		
CITY STATE ZIP		PHONE NO. WITH AREA CODE	CITY STATE ZIP		PHONE NO. WITH AREA CODE
16. MOTHER: NAME: FIRST MIDDLE LAST			MOTHER'S EMPLOYER		
MAILING ADDRESS			EMPLOYER'S MAILING ADDRESS		
CITY STATE ZIP		PHONE NO. WITH AREA CODE	CITY STATE ZIP		PHONE NO. WITH AREA CODE

STUDENT LOAN WORKSHEET PAGE 2

SPOUSE'S PARENTAL INFORMATION: REQUIRED IF YOU ARE MARRIED; OTHERWISE SKIP TO QUESTION #20

17. FATHER: NAME: FIRST MIDDLE LAST			18. MOTHER: NAME: FIRST MIDDLE LAST		
MAILING ADDRESS		HOME: AREA CODE & PHONE NO.	MAILING ADDRESS		HOME: AREA CODE & PHONE NO.
CITY	STATE	ZIP	WORK: AREA CODE & PHONE NO.	CITY	STATE
				ZIP	WORK: AREA CODE & PHONE NO.

REFERENCES: Please review page 1 of this packet for more information.

20. List two (2) relatives, other than your parents, who will always know your address. You may use close family friends if you do not have relatives with U. S. addresses. Each reference must have a different home address and phone number and they cannot be the same as yours, your parents, or any other reference listed. References must be at least 18 years old.

1. RELATIVE REFERENCE NAME		HOME: AREA CODE & PHONE NO.	EMPLOYER NAME	EMPLOYER: AREA CODE & PHONE NO.
HOME: MAILING ADDRESS		CITY	STATE	ZIP
2. RELATIVE REFERENCE NAME		HOME: AREA CODE & PHONE NO.	EMPLOYER NAME	EMPLOYER: AREA CODE & PHONE NO.
HOME: MAILING ADDRESS		CITY	STATE	ZIP

21. List three (3) references, other than Cal Poly students, staff, or previously listed references who will always know your address. Each reference must have a different home address and phone number and they cannot be the same as yours, your parents, or any other reference listed. References must be at least 18 years old.

1. REFERENCE NAME		HOME: AREA CODE & PHONE NO.	EMPLOYER NAME	EMPLOYER: AREA CODE & PHONE NO.
HOME: MAILING ADDRESS		CITY	STATE	ZIP
2 REFERENCE NAME		HOME: AREA CODE & PHONE NO.	EMPLOYER NAME	EMPLOYER: AREA CODE & PHONE NO.
HOME: MAILING ADDRESS		CITY	STATE	ZIP
3. REFERENCE NAME		HOME: AREA CODE & PHONE NO.	EMPLOYER NAME	EMPLOYER: AREA CODE & PHONE NO.
HOME: MAILING ADDRESS		CITY	STATE	ZIP

I certify that to the best of my knowledge the information provided is true and correct. I acknowledge that I am receiving a loan that must be repaid, and that I am required to notify Cal Poly, or the student loan billing service, Campus Partners, of all changes until the loan is paid in full. I understand that my failure to repay this loan as outlined in the promissory note terms and conditions will result in Cal Poly, SLO withholding all University services until my loan delinquency is resolved.

BORROWER'S SIGNATURE

DATE OF SIGNATURE

REVIEW YOUR FORMS BEFORE SUBMITTING THEM:

Make sure you review all your forms and submit them together. Incomplete forms will be rejected. You will not receive your loan funds until these forms are completed successfully.

- **Disclosure Statement:**

- You must request your Disclosure Statement through your Exit Interview Counselor: Jday@calpoly.edu
 - Do not submit your completed forms without including your Disclosure Statement(s)
 - If you have more than one Disclosure Statement, your Counselor will let you know
- Make sure you read all information on the Disclosure(s) and understand it before signing
- Make sure it is signed and dated
- Make sure you keep a copy for your records (of each Disclosure – you may have more than one).

- **Statement of Rights & Responsibilities:**

- Make sure you read each line item carefully and understand its contents
- Sign and date the bottom of the form Make sure you print a copy of this document for your records

- **Student Loan Worksheet (2 page document):**

- Make sure you read over the Instruction Page before completing this document
- Do not leave any line item blank
- Do not line through any question
- Do not answer with N/A
- Make sure ALL reference information is provided as requested
- Make sure you sign and date the bottom of the second page

- **Forms to submit:**

- Statement of Rights & Responsibilities – signed and dated
- Two page Student Loan Worksheet – signed and dated
- Disclosure Statement(s) – signed and dated
- Mail or walk in these forms to:

Cal Poly Student Accounts Office
Administration Building, Room 211
San Luis Obispo, CA 93407

- **Faxes are accepted: (805) 756-2774 (this is a secure fax line)**
- **All forms must be submitted together – no exceptions!**
- **The Student Accounts Office will NOT hold rejected forms. They will be mailed back to the student with notes as to what information is missing, accompanied by an instruction page. The Student Accounts Office does not keep notes on what information is missing. The student loan borrower will be responsible for reviewing the provided instruction page, and their loan forms - and making the necessary adjustments.**
- **If rejected, documents received by fax will be treated the same way: mailed back with notes.**
- **The Student Accounts Office does not call students to obtain missing information.**

Federal Perkins & Institutional Loan Application & Exit Interview Instruction Page

Note: Incomplete packets (missing information and/or forms) will be returned to the student. The loan will not be disbursed or the exit interview records hold will not be removed until the required forms have been completed and submitted according to the instructions below.

STAY INFORMED... MY.CALPOLY.EDU

APPLYING FOR A FEDERAL PERKINS OR INSTITUTIONAL LOAN? Please use your Cal Poly web portal to find out the status of your loan (what paperwork is needed before the loan can be disbursed; when was your loan disbursement put into your Cal Poly student account; was it direct deposited into your personal bank account/mailed, or was it used to pay for registration, etc...).

LEAVING CAL POLY? Federal Perkins and/or Institutional loan borrowers in their last term at Cal Poly are required to complete a student loan exit interview requirement for each of their loan types. A records hold is placed on their transcripts until this requirement is met. The Cal Poly web portal will instruct the student loan borrower as to what forms are required, AND how to complete the on line exit interview counseling module.

FORMS TO SUBMIT FOR THE LOAN APPLICATION AND EXIT INTERVIEW PROCESSES:

APPLYING FOR A CAL POLY PERKINS/INSTITUTIONAL LOAN -

LOAN APPLICATION FORMS (submit together):

- Promissory Note (all pages – even the ones you didn't sign)*
- Statement of Rights & Responsibilities**
- Student Loan Worksheet (2 pages)

LEAVING CAL POLY, SLO -

LOAN EXIT INTERVIEW FORMS (submit together):

- Disclosure Statement***
- Statement of Rights & Responsibilities**
- Student Loan Worksheet (2 pages)

* This document is legal and binding – your Social Security Number, date of birth, and Drivers License are required on this document. Please complete in ink. If you attempt to use white out, or try to cross out any information, the document is no longer useable.

** PERKINS LOAN BORROWERS: please make sure you answer the question at the top of the form. The Cumulative Balance Statement it refers to is part of this packet.

*** A Disclosure Statement must be signed for each loan type. And sometimes, when applicable, one loan type may be split into two Disclosure Statements. Your Exit Counselor will let you know how many Disclosure Statements you are required to sign.

COMPLETING THE FORMS: ANSWERS TO COMMONLY ASKED QUESTIONS ABOUT THE 2-PAGE WORKSHEET:

Borrower Information:

- All requested information is required *except* cell and pager information.
- We would prefer that you reference your personal email address on this document, not your Cal Poly assigned email address. However, if you do not have a personal email address, please reference the Cal Poly assigned address.
- If you do not have a local (school) address, you may answer "same as permanent address".

Spousal Information:

- If you answered "yes" to question (3), please complete this section. Otherwise, leave it blank.

Borrower's Parental Information:

- No matter your age, unless a parent is deceased, or you have no contact, this information is required (do not leave the line blank. Please respond with *Deceased, No Contact, Ward of the Court*, etc.). Your parents will never be expected to repay your loan. The information is used for contact purposed only (if we cannot reach you at an address you have provided, we will contact the parent for assistance).
- If your parents are divorced, you still need to reference both.
- Please refer to the *Employer Responses* section for additional information.

Spouse's Parental Information:

- If you are not married you may leave this section blank. Otherwise, the information is required. Please refer to the *Borrower's Parental Information* section (above) for assistance.

Spouse's Parental Information:

- If you are not married you may leave this section blank. Otherwise, the information is required. Please refer to the *Borrower's Parental Information* section for assistance.

Required Reference Information:

- All references must be at least 18 years of age; reside in the United States; and have a home address & phone number.
- Unless the reference you are listing is a relative, the reference cannot be a Cal Poly staff member or current Cal Poly student.
- No reference you list can have the same home address or phone number as you, your parents, or other references listed.
- If the reference is attending college (other than Cal Poly), please use the reference's permanent home address, NOT the school address.
- References CAN have the same employer.

Employer Responses:

- If employed, all information is required.
- If a student, indicate school of attendance.
- If unemployed, please indicate.
- If self-employed, please indicate – and include cell phone #.

DO NOT:

- Do not leave a line blank, unless instructed to do so.
- Do not sign any document in pencil.
- Do not use "N/A" on any line.
- Do not cross through a line.
- Do not forget the zip codes.



Student Accounts Office
Administration Bldg., Room 211
San Luis Obispo, CA 93407

RE: Preparing to repay your Cal Poly Student loan(s)

STUDENT LOAN GRACE PERIOD:

A *grace period* is defined as the period of time between dropping below half time enrollment and the first loan payment coming due. The duration of a grace period varies by loan program:

- Federal Perkins loan has a 9 month grace period.
- Federal Stafford subsidized loan has a 6 month grace period.
- Federal Stafford unsubsidized loan has a 6 month grace period.
- Institutional loans have a 6 month grace period (unless the Promissory Note indicates otherwise).

Once the grace period has expired (has been used up), interest will begin to accrue. All payments you make will be applied to accrued interest first. The rest will be used to reduce your principal balance.

WHO IS THE LENDER? WHAT IS A BILLING SERVICE?

The *lender* is the entity that lent the student the money; and is the entity the student is responsible to repay. Sometimes lenders contract with billing services to help them manage their loan repayment accounts. This is a common practice. However, some Stafford loan lenders manage this process on their own. It is up to the student borrower to find out – for each loan type – who the lender is, and who the billing service is.

For your Federal Perkins and/or Institutional loan(s), that information is below:

LENDER NAME, ADDRESS & EMAIL	BILLING SERVICE WEB SITE	BILLING SERVICE NAME & ADDRESS	BILLING SERVICE PHONE NUMBER
Cal Poly, San Luis Obispo Student Accounts Office Administration Bldg., Room 211 SLO, CA 93407 Jday@calpoly.edu (include last 4 of SS)	WWW.ECSINET This is your first stop for all information relating to repaying your loan.	ECSI 181 Montour Run Road Coraopolis, PA 15108 This is where you send your payments!	(888) 549-3274 ECSI staff are ready to answer all your repayment questions.

If you have Stafford loans and do not know how to contact your lender, please call your loan guarantor, EDFUND, and inquire: (800) 298-9490.

USE THE ON LINE SERVICES PROVIDED BY ECSI:

During your grace period you should review your repayment options and make decisions that will help you maintain a current loan account. To do so, log on to the ECSI web site and read about your options.

Getting familiar with the ECSI web site will help you successfully manage your Cal Poly Perkins and/or Institutional loan account(s). And successful debt management equates to a higher personal credit score – which, over time, can save you hundreds...even thousands of dollars!

Why not get your loan bill sent via email? Or even better, arrange through ECSI to have your payments taken directly out of your personal bank account each month.

A bad address is the number one reason for late payments (“I didn’t get the bill, so I didn’t pay...”). Unfortunately, no matter the reason, all late payments are reported to the three major credit bureaus as such. By using ECSI’s on line debt management tools, you are far more likely to maintain a current loan account.

WHAT TO DO IF YOU CANNOT AFFORD TO MAKE YOUR SCHEDULED PAYMENT:

Successful student loan repayment is all about communicating your needs!

Please remember that student loan borrowers are not required to know the ins and outs of their loan program benefits. That is the job of the lender and/or billing service. The student loan borrower’s responsibility is to contact the lender (via the billing service) at least 20 days prior to the bill coming due to make arrangements for a deferment or forbearance (these are ways to make smaller payments – or no payments – for an agreed amount of time – and protect your credit rating).

We cannot help you manage your account unless you tell us you need our help.

