



## EDUCATIONAL DEBT WORKSHEET

*Determine Your Debt Types. Complete Your Exit Interview Requirements.*

*Provided by the Cal Poly Student Accounts Office  
Administration Bldg., Room 211  
(805) 756-1428*

During your Cal Poly enrollment, you may have been awarded/dispensed a variety of financial aid fund types: federal/non-federal student loans, federal grants, and/or scholarships. This worksheet will help you outline your repayment obligation(s) and associated exit interview requirements for the educational debt you incurred while attending Cal Poly, SLO.

No matter the reason (graduating; school transfer; school-approved leave of absence, etc.), when you drop below half-time enrollment for 6 or consecutive calendar months, student loan repayment WILL begin. If you were dispensed a Teach Grant or Noyce Scholarship you will automatically enter your teaching service grace period (time frame given to perform teaching service credit in lieu of repayment – time frame will vary per program). **NOTE:** there is no payment grace period for Cal Poly student account debt. This worksheet will explain payment policy. The repayment terms of private (alternative) student loans lent through banks vary. If you borrowed a private (alternative) loan (which this worksheet will help you determine), we strongly advise you to contact the lender to obtain and thoroughly review a copy of your signed promissory note (please direct all related questions to the lender).

### **WHAT YOU SHOULD KNOW BEFORE YOU START THIS WORKSHEET:**

This worksheet will help you determine your educational debt TYPES. Total educational debt OWED (and related repayment terms) will be provided to you by each lender (if you borrowed loans from Cal Poly - which this worksheet will help you determine - you will be advised of the amount owed (per loan type) during the exit interview process.

On average, the databases referenced in this worksheet are updated on a monthly basis. The National Student Loan Data System (NSLDS) may have a longer processing delay. Due to these expected delays, we advise the following:

- You should not complete this worksheet until you are in their last term (as defined above);
- You should not complete this worksheet until at least one month after receiving your final financial aid disbursement; and
- The NSLDS database may not reflect the most recent federal financial aid disbursement(s). Even after completing this worksheet, database updates may occur. We advise you to access NSLDS “one more time” about six weeks after completing the worksheet (you may also contact your lender(s) for actual amounts dispensed).

### **LOAN & GRANT ACCOUNT UPDATES:**

Enrollment updates/Disclosure statement(s):

It is your responsibility to provide updated address/phone/email information to each non-Cal Poly lender (banks, Department of Education – or their contracted billing servicers.) within ten days of leaving Cal Poly. The lenders receive enrollment status updates through an automated process (enrollment updates uploaded to the National Clearinghouse Database). Because updated enrollment information is not finalized until registration lines close for the upcoming term, student loan lenders will not be officially notified of your enrollment status until about 2 to 3 months after you have dropped below half-time enrollment. Once received, the lender(s) (and/or contracted billing servicers) will update the loan file(s) with your last date of attendance. Once a lender is officially notified that you have dropped below half-time enrollment, they will send you a disclosure statement (outlines amount borrowed, interest rate, repayment options, and payment dates/amounts). To ensure your receipt of this very important account information, **the lender and/or billing servicer must have your current address/phone on file.**



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**If you borrowed a private (alternative) loan (which this worksheet will help you determine),** your loan repayment may begin within 30 days of dropping below half-time enrollment. If you have this loan type should contact the lender and/or servicer ASAP for repayment guidance.

**If you borrowed a Cal Poly institutional loan and/or federal Perkins loan (which this worksheet will help you determine),** you will be providing your address, phone and non-Cal Poly email updates on the required exit interview forms. All subsequent updates should be provided directly to the contracted billing service, ECSI (you will receive more information about ECSI as you complete this worksheet and the exit interview processes). **IMPORTANT:** loan repayment is NOT tracked through your Cal Poly student account. Address updates made to your student account will NOT be reported to ECSI. You are required to make all loan account updates directly through the billing service, ECSI.

### **ON LINE PROCESSES: LENDER NOTIFICATIONS VIA EMAIL; ON LINE ACCOUNT ACCESS; AUTO-PAY:**

When you contact each lender to confirm your address/phone/email, ask them how to set up on line account view. Also inquire about their ability to send you email notifications, instead of using the mail. You may want to ask about setting up auto-pay through your personal bank account. Letting lenders make auto-withdrawals from your bank account is the best way to ensure timely payments.

Cal Poly does not offer email notifications or an auto-pay option for past due student account balances. Official repayment agreement information is provided in this worksheet.

### **CAL POLY STUDENT ACCOUNT ADDRESS/PHONE UPDATES:**

Although loan and grant repayment activity is not tracked through the Cal Poly student account, Cal Poly departments may need to contact you after you leave Cal Poly. Please update your HOME and MAILING addresses – and your phone number – before leaving Cal Poly. You may access the portal for 2 years after you leave Cal Poly. If your address changes after you leave us, you may still update via the portal. **NOTE:** more information about continued portal access will be provided in this worksheet.

### **YOU ARE NOW READY TO DETERMINE YOUR EDUCATIONAL DEBT TYPES...**

Go to the Cal Poly Exit Interview Instruction web page:

[http://www.afd.calpoly.edu/Student\\_Accounts/Student\\_loan/exitinterview.htm](http://www.afd.calpoly.edu/Student_Accounts/Student_loan/exitinterview.htm)

Begin the worksheet. To access the information outlined in some of the SECTIONS you may need to request PIN #s. How to request PIN # is outlined in each SECTION.

### **SECTION 1: Federal Educational Debt Types**

To access your federal financial aid record, please use the NSLDS link provided on the Exit Interview webpage (link noted above). Read all instructions carefully.



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Check off each federal educational debt type that applies. When complete, move on to SECTION 2.

<input checked="" type="checkbox"/> Federal Debt Type(s)	Lender	Exit Interview Required?
<input type="checkbox"/> Federal Perkins student loan	Cal Poly	YES
<input type="checkbox"/> Federal Stafford student loans (subsidized/unsubsidized) – disbursed before 07/01/09	Bank	YES
<input type="checkbox"/> Federal Graduate PLUS student loan – disbursed before 07/01/09	Bank	YES
<input type="checkbox"/> Federal consolidation loan	Bank	NO
<input type="checkbox"/> Federal Direct Stafford student loans (subsidized/unsubsidized) – disbursed after 06/30/09	Department of Education	YES
<input type="checkbox"/> Federal Direct Graduate PLUS student loan – disbursed after 06/30/09	Department of Education	YES
<input type="checkbox"/> Federal Direct consolidation loan (William Ford program)	Department of Education	NO
<input type="checkbox"/> Federal Teach Grant program	Department of Education	YES

### SECTION 2: Cal Poly Institutional Loan Types

Cal Poly Institutional loans (also called campus-based loans) are not federal loans. These loan types are lent – and repaid – to Cal Poly directly (like a federal Perkins loan). To determine if you borrowed one of these loan types, please access the billing service web site (ECSI): [WWW.ECSI.NET](http://WWW.ECSI.NET). You will need to set up a PIN to access the site. If you need assistance accessing the site, please contact ECSI directly: 888.549.3274, or [cservice@ecsi.net](mailto:cservice@ecsi.net) (ECSI is a CSU-contracted billing service). It is okay to give ECSI your personal identifying information). If ECSI does NOT have an Institutional loan account under your name and Social Security number, you did not borrow one of these loan types. If ECSI DOES have one or more Institutional loan accounts in your name/SS#, please check off all that apply. When complete, move on to SECTION 3.



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✓ Institutional (Campus-Based) Loan Types	Lender	Exit Interview Required?
<input type="checkbox"/> CFFA	Cal Poly	YES – forms only
<input type="checkbox"/> Collins	Cal Poly	YES – forms only
<input type="checkbox"/> Dugan	Cal Poly	YES – forms only
<input type="checkbox"/> Humphrey	Cal Poly	YES – forms only
<input type="checkbox"/> Lutz	Cal Poly	YES – forms only
<input type="checkbox"/> Nissen	Cal Poly	YES – forms only
<input type="checkbox"/> Noyce MATH Scholarship	Cal Poly	YES – forms only
<input type="checkbox"/> Noyce MATH Stipend	Cal Poly	YES – forms only
<input type="checkbox"/> Noyce SCIENCE Scholarship	Cal Poly	YES – forms only

### SECTION 3: Cal Poly Student Account Balance/portal access after leaving Cal Poly

Every Cal Poly student has a student account (accessed through the portal). With few exceptions, your charges are added to your student account – in the form of a dollar amount, a departmental hold, or both. Although the majority of charges happen around the time you register each term, some are added later. Due to unavoidable processing delays, charges are sometimes added to the student’s account after the student is no longer in attendance.

You are required to pay off outstanding student account balance(s) by the end of the term in which it was charged. To ensure this is done, students leaving Cal Poly should continue to monitor their student account activity (charges and holds) for at least 2 consecutive terms.

If you are leaving Cal Poly with a balance on your student account, you may enter into an official repayment agreement by emailing your Repayment Counselor: [JDay@CalPoly.edu](mailto:JDay@CalPoly.edu) (please include an ID# and non-Cal Poly email address).

**IMPORTANT:** All past due student accounts are subject to collection agency assignment and credit bureau reporting. The only way to stop these processes is to enter into – and successfully maintain – a repayment agreement (as noted above). Transcripts are not available to any student – past or present – with any account balance. All students who leave Cal Poly with a student account balance may be annually reported to the Franchise Tax Board for refund levy.



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**Portal access after leaving Cal Poly:** you will have 2 years of portal access beyond your last term at Cal Poly. If you cannot access the portal, it is likely due to the expiration of a password. For password re-set assistance, please contact the Cal Poly Help Desk anytime Monday through Friday, during regular business hours: 805.756.7000.

Go to: My.CalPoly.edu

Click on: Money Matters tab

Under the Student Accounts & Payment Information column, click on Student Center link.

Review your holds and account balance. Use the space provided for notes. Please use a separate piece of paper if you have more than one hold/balance to resolve. There is no exit interview requirement for this debt type. When complete, move on to SECTION 4.

✓ Student Account Balance Due/hold Reason(s)	Written Repayment Agreement Needed (Y or N)? Requested (Y or N)?	Amount Due per Month? Start Date?
_____	YES /	
_____	YES /	
_____	YES /	

### SECTION 4: Private (Alternative) Loan Types

A private (alternative) loan is lent by a bank. It is a non-federal loan type. In some instances, the disbursement is sent directly to the student - bypassing your Cal Poly student account altogether. There is no exit interview requirement or disbursement tracking requirement for this debt type. To determine whether you borrowed a private (alternative) student loan, please contact the Cal Poly Financial Aid Office directly: [Financialaid@calpoly.edu](mailto:Financialaid@calpoly.edu).

Use the space provided below to take notes. If you require more space, please use a separate piece of paper.

✓ Private (Alternative) Loans	Lender?	Exit Interview Required?
_____		NO
_____		NO



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### SECTION 5: Exit Interview Processes

When you have completed SECTIONS 1 through 4 you should know your educational debt types and exit interview requirements.

To complete each of your required exit interviews, please go to the EXIT INTERVIEW web page. Each debt type (except for a student account balance) will have an exit interview instruction link:

[http://www.afd.calpoly.edu/Student\\_Accounts/Student\\_loan/exitinterview.htm](http://www.afd.calpoly.edu/Student_Accounts/Student_loan/exitinterview.htm).