

Default Aversion Assistance Request Form**Educational Credit Management Corporation**

1 Imation Place, Building 2 · Oakdale, MN 55128

I. DEFAULT AVERSION INFORMATION

1. Default Aversion Type

2. Request Dt

II. BORROWER INFORMATION

3. Social Security #

4. Name (Last, First, MI)

6. Address

5. AKA

7. Valid?

8. Address Effective Date

9. Home # ()

10. Valid?

11. Other # ()

12. Valid?

13. Work # ()

14. Valid?

15. Employer

16. E-mail Address

17. Last School Attended

18. Code

19. OSD

III. REFERENCE INFORMATION

20a. Name

20b. Name

21a. Address

21b. Address

22a. Valid?

23a. Relationship

22b. Valid?

23b. Relationship

24a. Home # ()

25a. Valid?

24b. Home # ()

25b. Valid?

26a. Other # ()

27a. Valid?

26b. Other # ()

27b. Valid?

IV. LOAN INFORMATION**A. LOAN-LEVEL INFORMATION**

28. Loan Type

29. Loan ID

30. 1st Disb Dt

31. \$ Curr Prin Bal

32. \$ Accrued Int

33. Dt Loan Sold

34. Dt Servicer Resp

B. ACCOUNT-LEVEL INFORMATION

35. Pmt Due Dt

36. \$ Pmt Amt

37. Last Pmt Dt

38. \$ Last Pmt Amt

39. \$ Amt Delinq

40. # Days Delinq

C. DEFERMENT AND FORBEARANCE INFORMATION

41. AC _____

EH _____

MO _____

PC _____

TD _____

TS _____

UN _____

FS _____

AP _____

IR _____

NO _____

PL _____

TE _____

UE _____

WM _____

V. ENDORSER/COMAKER/PLUS STUDENT (E/C/S) INFORMATION

42. Loan ID

43. E/C/S Code

44. E/C/S Name

45. Social Security #

46. Address

47. Valid?

48. Home #

49. Valid?

VI. LENDER/SERVICER INFORMATION

50. Lender ID

51. Servicer ID

52. Lender/Servicer Name

53. Lender/Servicer Address

54. Borrower Contact

55. Contact's # ()

56. Prepared By

57. Preparer's # ()

Instructions for Completing Default Aversion Assistance Request Form

This form is designed to be used as a request for default aversion assistance. All loans included on the Default Aversion Assistance Request Form (DAAR) must have the same loan type, due date, and interest-paid-through date. When completing this form, print or type all information and complete all fields. Use the chart in the *Common Manual* titled "Information to be provided for Default Aversion Assistance Request Form" to identify which fields are required and provide the requested information; for fields where the information is not available (or not applicable), complete alpha fields with "NA" and fill numeric/date fields with zeroes. All date fields must be completed with numerics in MM/DD/CCYY format. Address/phone "Valid" fields must be completed with a "Y" for "yes" or an "N" for "no"; indicate "Y" unless the information is known to be invalid. If the number of loans on the DAAR requires more space than is provided, attach a separate DAAR Form with the following information completed: Section II (Social Security Number and Name), Section IV (all of Part A), and Section V (if applicable).

I. DEFAULT AVERSION INFORMATION:

- 1. Default Aversion Type:** Provide the appropriate DAAR type code from the following key:
 - SK - Skip assistance request to be used only for an account not otherwise eligible for default aversion assistance (if this assistance is offered by the guarantor).
 - DF - Default aversion assistance request for a borrower delinquent on monthly payments.
 - DQ - Default aversion assistance request for a borrower delinquent on payments due less frequently than monthly.
- 2. Request Dt:** Enter the date the DAAR Form was generated.

II. BORROWER INFORMATION:

- 3. Social Security #:** Provide the borrower's social security number (Do not submit a DAAR Form without a social security number).
- 4. Name (Last, First, MI):** Provide the borrower's last name, first name, and middle initial.
- 5. AKA:** Provide previous or alternative name(s) used by the borrower (e.g., maiden name).
- 6-7. Address and Valid?:** Provide the borrower's last-known complete address (apartment #, box #, street address, city, state, and zip code plus four); indicate the validity of the address by entering a "Y" or an "N" in the appropriate field. Use "Y" unless the information is known to be invalid.
- 8. Address Effective Date:** Provide the date the lender first became aware of the valid address. Required only when reporting a valid address.
- 9-14. Home #, Other #, Work #, and Valid?:** Provide the home phone #, work phone #, and/or other phone # (including area code) for the borrower, if any or all are available. Indicate the validity of each number by entering a "Y" or an "N" in the appropriate field. If no number is available, enter "NA" in the number field. If it has been verified that the borrower does not have a phone, enter "Y" in the validity field. If it has not been verified that there is no phone for the borrower, enter "N" in the validity field.
- 15. Employer:** Provide the name, phone #, and address of the borrower's place of employment, if known.
- 16. E-mail Address:** Provide borrower's current e-mail address (optional).
- 17. Last School Attended:** Provide the name of the last-known eligible school attended by the borrower or attended by the student for a PLUS loan.
- 18. Code:** Provide the six- or eight-digit Department of Education code of the last-known eligible school attended by the borrower.
- 19. OSD (Out-of-School Date):** *Stafford Loans:* Provide the most recently verified date the borrower ended enrollment on at least a half-time basis that caused the loan in Section IV that first reached maturity, to enter repayment. *PLUS/Graduate PLUS/SLS Loans Immediately Deferred:* Provide the date the borrower/student ceased eligibility for the initial in-school deferment. *Consolidation Loans and PLUS/Graduate PLUS/SLS Loans Not Immediately Deferred:* Provide the date of the last disbursement. *Consolidation Loans with Add-On Loans:* Determine if the due date of the first monthly installment was changed due to an add-on. If so, provide the disbursement date of the add-on loan. If not, provide the last disbursement date of the beginning loan balance.

III. REFERENCE INFORMATION:

- 20. Name:** In 20a. and 20b., provide the last name, first name, and middle initial of two references (preferably from the borrower's most recent application or exit interview information).
- 21-22. Address and Valid?:** In 21a. and 21b., provide the complete address (including city, state, and zip) for each reference; indicate the validity of the address by entering a "Y" or an "N" in 22a. and 22b. Use "Y" unless the information is known to be invalid.
- 23. Relationship:** In 23a. and 23b., provide the relationship of the reference to the borrower using the following codes: E = employer, F = friend, G = guardian, O = other, P = parent, R = relative, S = sibling, M = spouse, or N = not available.
- 24-25. Home # and Valid?:** In 24a. and 24b., provide the home phone # (including area code) for each reference. Indicate the validity of the number by entering a "Y" or an "N" in 24a. and 25b. If no number is available, enter "NA" in the number field. If it has been verified that the reference does not have a phone, enter "Y" in the validity field. If it has not been verified that there is no phone for the reference, enter "N" in the validity field.
- 26-27. Other # and Valid?:** In 26a. and 26b., provide another phone # (including area code) for each reference (e.g., place of employment). Indicate the validity of the number by entering a "Y" or an "N" in 27a and 27b. If no number is available, enter "NA" in the number field. If it has been verified that the reference does not have another phone, enter "Y" in the validity field. If it has not been verified that there is no other phone for the reference, enter "N" in the validity field.

IV. LOAN INFORMATION:

- A. LOAN-LEVEL INFORMATION:** Provide the requested information for each loan included on this DAAR Form.
 - 28. Loan Type:** Provide the loan type for each loan listed using the following codes: SF = Subsidized Stafford (including non-subsidized disbursed prior to 10/92); SU = Unsubsidized Stafford; PL = PLUS; GB = Graduate PLUS; SL = SLS; CL = Consolidation. If the borrower is delinquent on more than one type of loan, a separate DAAR Form must be submitted for each loan type. *Note: Subsidized and unsubsidized Stafford loans that have been combined into one repayment schedule may be combined in one default aversion assistance request, subject to guarantor requirement.*
 - 29. Loan ID:** For each loan listed, provide the loan identifier code, file number, guarantee date, or guarantee amount, as required by the guarantor of the loan(s).
 - 30. 1st Disb Dt:** For each loan listed, provide the date of the first disbursement, as specified in the lender's records.
 - 31. \$ Curr Prin Bal:** For each loan, provide the current principal balance (including all insured and uninsured capitalized interest) due on the date the DAAR was filed.
 - 32. \$ Accrued Int:** For each loan, provide the accrued interest due on the date the DAAR was filed.
 - 33. Dt Loan Sold:** For each loan that has been purchased from another lender, provide the date the loan was purchased. If the loan was not purchased from another lender, enter zeroes.
 - 34. Dt Servicer Resp:** For each loan, provide the date on which the current servicer assumed responsibility for servicing the loan, as applicable. If the loan is not being serviced, enter zeroes.
- B. ACCOUNT-LEVEL INFORMATION:** Provide the requested information applicable to all loans included on this DAAR Form.
 - 35. Pmt Due Dt:** Provide the due date of the borrower's first unmet installment.
 - 36. \$ Pmt Amt:** Provide the amount of the borrower's currently scheduled payment.
 - 37. Last Pmt Dt:** Provide the most recent date that a payment was received.
 - 38. \$ Last Pmt Amt:** Provide the amount of the most recent payment.
 - 39. \$ Amt Delinq:** Provide the total amount the borrower was past due (including late charges) when the DAAR Form was generated.
 - 40. # Days Delinq:** Provide the # of days delinquent when the DAAR Form was generated.
- C. DEFERMENT AND FORBEARANCE INFORMATION:** Provide the total number of deferment and/or discretionary forbearance months granted to the borrower for each applicable code.
 - 41. Code Key:** AC = Action Programs (36 months); AP = Armed Forces or Public Health Service (36 months); EH = Economic Hardship (36 months); IR = Internship/Residency (24 months); MO = Military Operation (36 months); NO = NOAA (36 months); PC = Peace Corps (36 months); PL = Parental Leave (6 months per occurrence); TD = Temporary Disability (36 months); TE = Tax-Exempt Organizations (36 months); TS = Teacher Shortage (36 months); UE = Unemployment (36 months); UN = Unemployment (24/36 months); WM = Working Mother (12 months); FS = Discretionary Forbearance.

V. ENDORSER/COMAKER/PLUS STUDENT (E/C/S) INFORMATION: Complete this section if any loan on the DAAR has either an endorser or comaker or is a PLUS loan.

- 42. Loan ID:** Repeat the applicable Loan ID from field 28.
- 43. E/C/S Code:** Provide "E" if the individual listed is an endorser; "C" if the individual listed is a comaker; "S" if the individual listed is a PLUS student.
- 44. E/C/S Name:** Provide the last name, first name, and middle initial of any endorser, comaker, or PLUS student for each loan(s) listed. If an endorser or comaker exists on a PLUS loan, list both the endorser or comaker and the PLUS student information.
- 45. Social Security #:** Provide the social security number for the endorser, comaker, or PLUS student, as applicable.
- 46-47. Address and Valid?:** Provide the last-known complete address (apartment #, box #, street address, city, state, and zip code plus four) for the endorser, comaker, or PLUS student; indicate the validity of the address by entering a "Y" or an "N" in the appropriate field. Use "Y" unless the information is known to be invalid.
- 48-49. Home # and Valid?:** Provide the home phone # (including area code) for the endorser, comaker, or PLUS student if any or all are available. Indicate the validity of each number by entering a "Y" or an "N" in field 48. If no number is available, enter "NA" in the number field. If it has been verified that there is no phone, enter "Y" in the validity field. If it has not been verified there is no phone, enter "N" in the validity field.

VI. LENDER/SERVICER INFORMATION:

- 50. Lender ID:** Provide the six-digit Department of Education lender code and, as applicable, the four-digit non-Department of Education suffix of the lender or the current holder.
- 51. Servicer ID:** If the account is being serviced, provide the six-digit Department of Education servicer code.
- 52. Lender/Servicer Name:** If the account is being serviced, provide the servicer's name; if there is no servicer, provide the lender's name.
- 53. Lender/Servicer Address:** If the account is being serviced, provide the servicer's address; if there is no servicer, provide the lender's address.
- 54. Borrower Contact:** Provide the name of the person or unit the borrower should contact regarding the default aversion account.
- 55. Contact's #:** Provide the phone # (including area code) the borrower should use to reach the borrower contact.
- 56. Prepared By:** Provide the name of the person or unit responsible for answering questions about information provided on this form.
- 57. Preparer's #:** Provide the phone # (including area code) where the preparer may be reached.