Instructions: How to complete the Federal Perkins Student Request for Cancellation Form

Please fill in all areas outlined in red and/or in dashes.

Check which option best describes your title or profession and fill out the information about your School, Firm or Agency. *Please note: when there is an asterisk after your choice and you are applying for a cancellation, please include the Official Certification Letter for Cancellation Benefits Form and job description. *When applying for a Deferment in Anticipation of Cancellation, attach a job description.

Place your 16 digit account number(s) here.

This section must be filled in by your Employer.

At least one of these boxes should be checked, in addition to the box that states: I certify that the borrower is employed full time.

Please have your employer sign and date this section, but not more than 30 days of sending in this form.

Your employer must place his/her title here.

* Please make sure your employer places an official seal or stamp here.

* If your employer does not have an official seal or stamp, please have your employer write a letter of certification on their official letterhead of the school, agency or firm at which you are employed.

Please have your employer include the following information:
1. Date of hire
2. Your Status = Part/Full Time
3. A brief description of your job duties

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