

December 27, 2016

OSFA/FFELP #15-16-04

Dear Student Loan Participant:

On December 16, 2016, the *Common Manual* Governing Board approved two proposals from Batch 207 to modify the *Common Manual*. The changes will be incorporated into the *Common Manual* with the publication of the next quarterly integrated update. Enclosed is the following update:

- **Federal Deferment Forms**
- **Common Forbearance Forms**

For further information you may contact me at (850) 410-6846 or e-mail at [Reitha.scott@fldoe.org](mailto:Reitha.scott@fldoe.org).

Sincerely,

Reitha Scott, Policy Manager  
Office of Student Financial Assistance

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# COMMON MANUAL UPDATES

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## Federal Deferment Forms

The Department discontinued the Public Service Deferment Request (PUB), the Parental Leave/Working Mother Deferment Request (PLWWM), and the Education Related Deferment Request (EDU) common deferment forms. Also, the Department removed the Student in Rehabilitation Training deferment type from the Parent PLUS Borrower Deferment Request (PLUS). They also created two new deferment request forms, Graduate Fellowship Deferment Request (GFL) and Rehabilitation Training Deferment Request (RHT), and provided guidance in Dear Colleague Letter GEN-16-02 on the documentation that the lender must collect when a borrower requests a deferment for which there is no longer an OMB approved form. The Department also provided guidance on requirements for considering a deferment form “complete.”

Affected Sections:	2.3.C	Common Forms
	11.1.B	Documentation Required for Authorized Deferment
	11.2.B	Deferment Documentation – ACTION Program
	11.3.B	Deferment Documentation – Armed Forces
	11.5.B	Deferment Documentation – Graduate Fellowship
	11.7.B	Deferment Documentation – Internship/Residency
	11.9.B	Deferment Documentation – NOAA
	11.10.B	Deferment Documentation – Parental Leave
	11.11.B	Deferment Documentation – Peace Corps
	11.13.B	Deferment Documentation – Public Health Service
	11.14.B	Deferment Documentation – Rehabilitation Training Program
	11.15.B	Deferment documentation – Tax-Exempt Organization Volunteer
	11.16.B	Deferment Documentation – Teacher Shortage Area
	11.17.B	Deferment Documentation – Temporary Total Disability
	11.19.B	Deferment and Forbearance
	Figure 11-1	Deferment Eligibility Chart

Effective Date: For deferments, revised forms provided to borrowers on or after June 1, 2016.

Basis: Dear Colleague Letter (DCL) GEN-165-02, issued January 29, 2016.

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# **COMMON MANUAL    UPDATES**

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Policy Information:            1316/Batch 207

Guarantor Comments:        None.

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# COMMON MANUAL UPDATES

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## Common Forbearance Forms

The Department has provided guidance on the use of OMB-approved forbearance request forms and the *Common Manual* has been updated with that guidance. These forms include a new General Forbearance Request (GFB) form and updated Mandatory Forbearance Request forms (SLDB and SERV)..

Affected Sections:            11.20.B            Documentation Required for Authorized Forbearance  
   11.22            Discretionary Forbearance  
   Figure 11-2      Forbearance Eligibility Chart

Effective Date:                For mandatory forbearance forms distributed on or after June 1, 2016, and discretionary (general) forbearance forms distributed on or after July 1, 2016.

Basis:                             Dear Colleague Letter (DCL) GEN-16-02, issued January 29, 2016, and DCL GEN-16-06, issued March 11, 2016.

Policy Information:            1317/Batch 207

Guarantor Comments:        None.