

Student Loan Intake Checklist

Intake Date:

I. Identifying Information

Name:

Address:

Phone:

E-mail:

(preferred method of contact):

SSN:

DOB:

Number in household:

Number of children:

Current income:

Employment:

Name of Employer(s):

Earnings:

Are you working full-time? Yes _____ No _____

Public Assistance:

Other Income:

Are you a veteran? Yes _____ No _____

II. Basic Loan Information

Do you have federal student loans? Yes _____ No _____

If yes, were you able to obtain your loan information from NSLDS? Yes _____ No _____

(If yes, get copy of NSLDS information and fill in federal loan information here, including whether in default, balance, loan holder etc..)

Do you have private loan(s)? Yes _____ No _____

(If yes, gather information about private loans)

Do you know of any upcoming court hearing or other deadlines? Yes _____ No _____

If yes, fill in:

What schools did you attend? (List all)

School 1: _____

Check each that applies: Federal student loans _____ Private student loans _____

Dates attended:

Did you complete? Yes _____ No _____

If yes, what credential did you obtain?

School 2:

School 2: _____

Check each that applies: Federal student loans _____ Private student loans _____

Dates attended:

Did you complete? Yes _____ No _____

If yes, what credential did you obtain?

School 3: _____

Check each that applies: Federal student loans _____ Private student loans _____

Dates attended:

Did you complete? Yes _____ No _____

If yes, what credential did you obtain?

What are your goals with respect to your student loan(s)?

III. Cancellation/Bankruptcy Evaluation for Federal and Private Loans

Are you disabled? Yes _____ No _____

If yes, describe, including whether client is able to work:

Did you experience problems with the school(s) you attended? Yes _____ No _____

If yes, did the school close while you were attending or around the time you attended? Yes _____ No _____

Did you have a high school diploma or GED when you enrolled? Yes _____ No _____

If no, were you given an admission test? Yes _____ No _____

If yes, describe:

Do you have reason to believe any of these loans are not your loans or that you did not sign for them?

Yes _____ No _____

If yes, describe:

Did you withdraw from school prior to completion? Yes _____ No _____

If yes, did you receive a refund? Yes _____ No _____ Don't know _____

Have you previously filed for bankruptcy? Yes _____ No _____

Were student loans listed on the prior bankruptcy petition? Yes _____ No _____ Don't know _____

Are you currently considering filing for bankruptcy? Yes _____ No _____

IV. Federal Loan Section

A. If Borrower Is Not in Default (if in default, skip to section B)

What is your current repayment plan?

Can you afford these payments? Yes _____ No _____

B. If federal loans are in default

Are you currently facing garnishment? Yes _____ No _____

Tax offset? Yes _____ No _____

Social Security offset? Yes _____ No _____

Other federal benefit offset? Yes _____ No _____

Other collection? Yes _____ No _____

If yes, describe:

Have you been sued for student loan collection? Yes _____ No _____

If yes, is there a judgment? Yes _____ No _____ Don't know _____

(check for all court deadlines)

Are you having problems with collection agencies? Yes _____ No _____

If yes, describe.

Can you afford to make any payments to get out of default? Yes _____ No _____

If yes, how much?

V. Private Loan Section

(Gather information separately for each private loan, including institutional loans)

Who is your loan holder?

Are you making payments? Yes _____ No _____

If no, have you requested any relief? Yes _____ No _____

If yes, describe

Is there a co-signer? Yes _____ No _____

If yes, describe

Are you a co-signer? Yes _____ No _____

If yes, who is the primary obligor:

Do you have copies of your loan agreements? Yes _____ No _____

If no, have you requested copies? Yes _____ No _____

If yes, describe:

Do you have online accounts to view your account information? Yes _____ No _____

Were you at least 18 years old when you signed the loan documents? Yes _____ No _____

Don't know _____