

Loan Documentation Requirements Kansas State Loan Repayment Program

The following provides information about the necessary items to submit to the Kansas State Loan Repayment Program, along with your Loan Information Form (adapted from the National Health Service Corps Loan Repayment Program Application Information Bulletin).

1. Federal Loans

- a. A complete Loan Information Form
- b. The promissory note/master promissory note or disclosure statement.
- c. A disbursement report showing the original disbursement dates, the type of loan, and the loan amounts. If you do not have this information you can submit an “Aid Summary” report downloaded from The National Student Loan Data System (NSLDS) website (<http://www.nsls.ed.gov>) which shows a complete list of the federal loans you have. You will need to obtain a PIN (<http://www.pin.ed.gov>) if you don’t already have one in order to log into your secured area on the website.
- d. The most recent account statement which should reflect your current balance.

2. Federal Consolidated Loans

- a. A complete Loan Information Form
- b. The consolidation promissory note or consolidation disclosure statement.
- c. A disbursement report *for each loan in the consolidation* showing the original disbursement date, the type of loan, and the loan amount. If you do not have this information you can submit an “Aid Summary” report downloaded from The National Student Loan Data System (NSLDS) website (<http://www.nsls.ed.gov>) which shows a complete list of the federal loans you have. You will need to obtain a PIN (<http://www.pin.ed.gov>) if you don’t already have one in order to log into your secured area on the website.
- d. The most recent account statement which should reflect your current balance

3. Private Loans

- a. A complete Loan Information Form.
- b. The promissory note/master promissory note, disclosure statement, or loan application (for some private loans the application may also be the promissory note)
- c. A disbursement report showing the original disbursement dates, the type of loan, and the loan amounts.
- d. The most recent account statement which should reflect your current balance

4. Private Consolidated Loans

- a. A complete Loan Information Form.
- b. The private consolidation promissory note or private consolidation disclosure statement.
- c. Original promissory notes or disclosures statements *for each loan included in the consolidation*.
- d. A disbursement report for each loan in the consolidation showing the original disbursement date, the type of loan, and the loan amount.

Grouped vs. Consolidated

A grouped loan is not a consolidation. You may make one payment and still have several loans. If this is the case then you have a “grouped” loan. If you have a grouped loan you must provide a Loan Information Form for each loan contained in the group. A consolidation is where all of the loans that make up the consolidation have been paid off and you are left with one loan and one payment.

Description of Required Loan Documents:

1. The **Promissory Note** should contain the following information:

- The lending institution
- Borrower's name
- Amount
- Date
- Signature
- Note stating the promise to pay

If your promissory note doesn't have the amount on it, please provide a disclosure statement.

2. The **Disclosure Statement** should contain the following information:

- Amount
- Date
- Disbursement date
- Interest rate
- Terms and conditions of repayment

3. A **Current Account Statement** should contain the following information:

- Most recent account statement
- Shows interest rate
- Current balance