

**Low Wentz Debt-Free Teacher**  
**INSTRUCTIONS FOR COMPLETION OF**  
**PROOF of EMPLOYMENT and REQUEST FOR CANCELLATION/DEFERMENT**

**Instructions for the Borrower:**

- Complete and sign Section(s) 1, 2, and 3
- Indicate your place of employment and give a detailed job description of your duties
- Provide license and/or copy of diploma if applicable
- Mail signed CANCELLATION/DEFERMENT REQUEST FORM & EMPLOYER LETTER(s) to:

Jeannine Rainbolt College of Education  
820 Van Vleet Oval, ECH 100  
Norman, OK 73019  
Attn: DEBT FREE TEACHERS

Please Note: If you worked for more than one employer, you will need to get employment verification from each employer. This form will be submitted twice during the first year after graduation and then once annually each year after that. The initial form for new graduates is due by August 15<sup>th</sup> for Spring graduates or January 15<sup>th</sup> for December graduates. The annual form for Cancellation and continued Deferment is due by May 1<sup>st</sup> from all participants.

**Instructions for the Employer:**

- ? Indicate name of business, address and phone number where you can be reached
- ? Attach a dated letter **with signature**, on company letterhead verifying dates of employment, job duties, and employment status (EFT) for the employee.\*

**WE REQUIRE THE ORIGINAL FORM & EMPLOYER LETTER(s) TO PROCESS YOUR REQUEST. PLEASE DO NOT FAX A COPY.**

**FAILURE TO COMPLY WITH THIS INFORMATION COULD RESULT IN THE DELAY OF YOUR REQUEST.**

If you have any questions regarding the completion of this form, please contact Dr. Sherry Cox at 405.325.2238.

\* Attach a letter to certify dates of employment, full-time employment status, job title, and a brief job description on company letterhead. Indicate whether your business is a public or private nonprofit agency and provide a copy of your license of certificate/or your 501c3.

## PROOF of EMPLOYMENT and REQUEST FOR CANCELLATION/DEFERMENT

[www.ou.edu/debtfreeteachers](http://www.ou.edu/debtfreeteachers)

P: 405.325.2238

**Section 1:** Loan Account Number (OU Student ID): \_\_\_\_\_  
First Name Last Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, ST, Zip : \_\_\_\_\_  
Phone/Cell Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**Warning:** Any person who knowingly makes a false statement or misrepresentation on this form or on any accompanying documents shall be subject to penalties which may include fines, imprisonment, or both under the U.S. Criminal Code 20 U.S.C. 1097.

**Section 2: To be completed by borrower: I declare I am/was employed full time as: (check one)**

<input type="checkbox"/>	Special Education
<input type="checkbox"/>	Early Childhood Education
<input type="checkbox"/>	Math Education
<input type="checkbox"/>	Science Education
<input type="checkbox"/>	World Language
<input type="checkbox"/>	Other

**Section 3: I am requesting:**

\_\_\_\_\_ Deferment from \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ as I anticipate completing one full year of service.  
\_\_\_\_\_ Cancellation from \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ as I have completed one full year of service\*.

**(Employment dates must equal one year)**

Start date of employment (mmddyy) \_\_\_\_\_ Are you still employed yes \_\_\_\_\_ no \_\_\_\_\_ End date of employment \_\_\_\_\_

**Declaration:** I declare all information provided in the request to be accurate and true. I will notify the University of Oklahoma immediately of any change in my employment status and begin payment if required. I authorize the University of Oklahoma and their (respective agents and contractors) to contact me and my employer regarding my request or my loan (s) including repayment of my loan (s), at the number provided on this form or any future number that I provide for my cellular telephone or other wireless device using automated telephone dialing equipment or artificial or prerecorded voice or text messages.

**Signature of Borrower:** \_\_\_\_\_  
Signature Date

\* Please remember to attach a letter from your employer that certifies dates of employment, full-time employment status, job title, and a brief job description on company letterhead.



**The UNIVERSITY of OKLAHOMA**  
*Jeannine Rainbolt College of Education*

[www.ou.edu/debtfreeteachers](http://www.ou.edu/debtfreeteachers)

P: 405.325.2238

Loan Account Number (OU Student ID):\_

First Name Last Name:\_

### Cancellation Rates

A borrower must work a full year of service before the first cancellation takes place.

A borrower can submit the request during the first year and *the loan will be deferred*.

The first cancellation will not occur until application is received at the end of the first year. Documentation must be received yearly for the cancellation to take effect.

A borrower's loan is cancelled at the rates shown below for each completed year of full-time service, or in the case of teachers, for each full academic year of full-time teaching.

- **1st -4<sup>th</sup> Year** 25% of the original loan amount

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#### Section to be completed by JRCoE:

Scheduled Payoff Years: \_\_\_\_\_ Current Payoff Year: \_\_\_\_\_

Approved at Payoff Rate of: 25% \_\_\_\_\_ Other \_\_\_\_\_

Original Principal Amount: \_\_\_\_\_

Current Principal Amount: \_\_\_\_\_

Principal Amount Cancelled this year: \_\_\_\_\_

Remaining Principal Balance: \_\_\_\_\_

Payment Postponed until: \_\_\_\_\_

Disapproved Because: \_\_\_\_\_

Approver: \_\_\_\_\_ Date: \_\_\_\_\_