



National Student Clearinghouse
13454 Sunrise Valley Drive, Suite 300
Herndon, VA 20171-3019

(703) 742-7791
www.studentclearinghouse.org

MALONE COLLEGE – Office of the Registrar

Student Loan Deferment Processing

+Effective Date: March 31, 2004

Malone College participates in the National Student Loan Clearinghouse located in Herndon, Virginia. Each month of the semester, the College submits a report of our students' enrollment status to the Clearinghouse, which, in turn, supplies verification of enrollment to lending agencies.

A number of lenders and loan servicing organizations that are members of the Clearinghouse participate in a Paperless Deferment Process. With this process, no paper forms need to be completed by either students or schools. Students can simply call their servicer to request a deferment. The servicer posts a deferment to the student's account after the student's verbal order is matched against the Clearinghouse's electronic data to verify in-school status.

If your lender needs a deferment form processed, bring it in to the Office of the Registrar. We will forward all deferment forms to the Clearinghouse, which will verify your enrollment to your lender. Malone College does not supply this information directly to lending agencies.

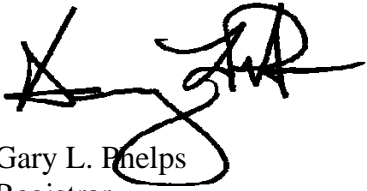
If you registered late or had an exception processed to the term registration, this information may not be reported until the submission of the next Clearinghouse enrollment report. The Clearinghouse asks that if you receive a collections letter from a servicer, you do the following:

- 1) Call your lending agency to see if a deferment form was received between the time the Clearinghouse supplied the information and the lending agency sent the collection letter to you.
- 2) If, after calling the servicer, it still appears that the deferment has not been processed, call the Clearinghouse at (703) 742-7791 and ask to speak to a Student Service Representative. The representative will verify when your deferment form was received by the Clearinghouse, the date the deferment was certified and mailed, the enrollment status that was certified, and where the forms were sent.
- 3) If an emergency exists – for example, you are 150 days delinquent and being threatened with default – the Clearinghouse will intervene on your behalf by faxing

another enrollment certification to your servicer. Further, it will work with your servicer to ensure that your form is processed on a high-priority basis.

If you have any questions, please feel free to stop by the Office of the Registrar. Thank you in advance for your cooperation as this new service is implemented to continue our goal of improving our services to every Malone College student.

Sincerely,

A handwritten signature in black ink, appearing to read "G. Phelps", with a large, stylized flourish underneath.

Gary L. Phelps
Registrar
Malone College
515 25th Street NW
Canton, OH 44709



National Student Clearinghouse
13454 Sunrise Valley Drive, Suite 300
Herndon, VA 20171-3019

(703) 742-7791
www.studentclearinghouse.org

MALONE COLLEGE – Office of the Registrar Student Loan Deferment Processing

Malone College participates in the National Student Loan Clearinghouse located in Herndon, Virginia. Each month of the semester, the College submits a report of our students' enrollment status to the Clearinghouse, which, in turn, supplies verification of enrollment to lending agencies.

A number of lenders and loan servicing organizations that are members of the Clearinghouse participate in a Paperless Deferment Process. With this process, no paper forms need to be completed by either students or schools. Students can simply call their servicer to request a deferment. The servicer posts a deferment to the student's account after the student's verbal order is matched against the Clearinghouse's electronic data to verify in-school status.

If your lender needs a deferment form processed, bring it in to the Office of the Registrar. We will forward all deferment forms to the Clearinghouse, which will verify your enrollment to your lender. Malone College does not supply this information directly to lending agencies.

If you registered late or had an exception processed to the term registration, this information may not be reported until the submission of the next Clearinghouse enrollment report. The Clearinghouse asks that if you receive a collections letter from a servicer, you do the following:

- 4) Call your lending agency to see if a deferment form was received between the time the Clearinghouse supplied the information and the lending agency sent the collection letter to you.
- 5) If, after calling the servicer, it still appears that the deferment has not been processed, call the Clearinghouse at (703) 742-7791 and ask to speak to a Student Service Representative. The representative will verify when your deferment form was received by the Clearinghouse, the date the deferment was certified and mailed, the enrollment status that was certified, and where the forms were sent.
- 6) If an emergency exists – for example, you are 150 days delinquent and being threatened with default – the Clearinghouse will intervene on your behalf by faxing another enrollment certification to your servicer. Further, it will work with your servicer to ensure that your form is processed on a high-priority basis.

If you have any questions, please feel free to stop by the Office of the Registrar. Thank you in advance for your cooperation as this new service is implemented to continue our goal of improving our services to every Malone College student.

Sincerely,

A handwritten signature in black ink, appearing to read "Gary L. Phelps". The signature is stylized with a large, looped "G" and "P".

Gary L. Phelps
Registrar
Malone College
515 25th Street NW
Canton, OH 44709