



**Access Group Loan Servicing**  
 P.O. Box 7450  
 Wilmington, Delaware 19803-0450  
 U.S.A.

877-472-3227 (toll-free, U.S. only)  
 302-477-6430 (from outside the U.S.)  
 Fax 302-476-3555  
 E-mail: [servicing@AccessGroup.Org](mailto:servicing@AccessGroup.Org)  
[www.AccessGroup.Org/Account](http://www.AccessGroup.Org/Account)

**IN-SCHOOL FORBEARANCE REQUEST FORM  
 ACCESS GROUP PRIVATE LOANS**

This form may be used to request an In-School Forbearance on your Access Group private loans. You can also call us at the number above, Monday through Friday, 9 a.m. – 8 p.m. ET, to request this forbearance.

**This form is NOT to be used for loans made under the Federal Family Education Loan Program (Federal Stafford, Federal PLUS, or Federal Consolidation Loans). Please call us with any questions.**

To be eligible for this private loan forbearance:

- You must currently be attending a Title IV school at least half-time
- Your previous separation date/graduation date must be within the last 30 months.
- Sponsored Access Loans (SAL) are not eligible for an in-school forbearance.

Please complete Section 1 and have your current school registrar's office complete Section 2. Sign in Section 3 and return the form to us at the address above or fax it to (302) 476-3555. It is important that you continue making payments on your loans until you receive an approval letter from our office. **If your forbearance is approved**, this form constitutes an agreement between you and Access Group to allow temporary cessation in payments while you are enrolled at least half-time. If you drop below half-time enrollment or leave school prior to the graduation date indicated on this form, you must notify Access Group immediately. If you are already in repayment and your account is delinquent, the forbearance can be used retroactively to cover the period of delinquency; however, any negative reports that were submitted to the credit bureaus will not be removed.

During a period of forbearance, interest continues to accrue. You may either pay it or allow it to accrue. Accrued unpaid interest is capitalized (added to the principal balance) at the end of the forbearance period, which increases the total cost of the loan. Regular payments will resume the month after the forbearance ends and continue on the account until paid in full. Each month spent in forbearance will correspondingly reduce the remaining months of your repayment period. Please be aware that this forbearance could disqualify you from eligibility for our on-time payment interest rate reduction benefit. Please contact us for more information.

**Section 1: (To be completed by the borrower)**

Name: _____	Account Number: _____
Address: _____	Apt #: _____
City: _____	State: _____ Zip: _____
Home phone: (____) _____	Work phone: (____) _____
Cell phone: (____) _____	E-mail: _____

**Section 2: (To be completed by School Registrar's Office)**

As an alternative to completing this section, the school may attach its own enrollment certification report listing the required information.

School Name: _____	School DOE Code: _____
Address: _____	Phone: (____) _____
_____	Contact Name: _____

Please list and verify periods of enrollment for the student above and indicate if full-time (FT), half-time (HT), or less than half-time (LHT).

Attendance (mm/dd/yyyy)	Status (check one)	Anticipated Graduation Date (mm/dd/yyyy)
From - To	FT HT LHT	

**Authorized Official Signature & Date**

**Section 3: (Borrower's signature)**

I am requesting this forbearance and certify that the above statements are correct and complete to the best of my knowledge. I understand this request and intend to repay my private loan(s).

Borrower's Signature	Date
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