



Access Group Study Abroad Disbursement Request Form

To Complete This Form

School Official: If a student is enrolled in a study-abroad program, the following special disbursement rules apply:

For Stafford loans, study abroad funds can be disbursed via EFT to the home institution or, at the student's request via this form (see check box below) by check made single-payable to the student and mailed directly to the student.

For Parent PLUS Loans, study abroad funds can only be disbursed by check, co-payable to the parent and the home institution, and mailed only to the home institution. **(No EFT allowed.)**

For Graduate PLUS Loans, study abroad funds can be disbursed either by check co-payable to the borrower and the home institution and mailed to the home institution or sent via EFT to the home institution.

For private loans, study abroad funds disbursements are payable to the student only, and payment can be either by EFT to the home institution or by mail to the student, the study abroad institution, or the home institution.

This form must be completed by the home institution in order to: 1) verify the student's enrollment in the study abroad program, if the student has made a request to receive disbursement directly, 2) provide a mailing address for the check, if the disbursement should be sent directly to the student or the school the student will be attending abroad, and 3) provide the preferred check delivery method.

Please note that federal guidelines now require that a separate form be submitted for each disbursement of a loan.

Student Information

Student Last Name _____ Student First Name _____ MI _____

Student Social Security Number _____

Loan Information

Date Certified _____ / _____ / _____ Loan Period (Month/Day/Year) From: _____ / _____ / _____ To: _____ / _____ / _____

Loan Type Federal Stafford Loan Parent PLUS Loan Graduate PLUS Loan Private Loan

This form applies to the following disbursement segment and date:

(Please only check one): 1st 2nd 3rd 4th Disbursement Date: _____ / _____ / _____

Please indicate how **this disbursement of this loan** should be disbursed.

(Note that EFT is available only for EFT home institutions.) Paper Check EFT (Not available for Parent PLUS Loans)

Study Abroad Information (Print or type address to which check is to be sent.)

Student has requested that the disbursement be made directly to the student. (Not an option for Graduate or Parent PLUS Loans.)

Name _____

Street Address _____

City _____ State _____ Zip _____ Country _____

Phone Number _____

Delivery Method: USPS First-Class Mail® FedEx 2Day® FedEx Standard Overnight® FedEx Priority Overnight®

School Information (Home Institution)

Name of School _____

DOE School Code/Branch Code _____

Signature of Authorized School Official _____

Printed Name _____

Title _____

Date _____

Submit this form for **each** Study Abroad disbursement by mail or fax to Access Group, Inc. at:

Access Group, Inc.
Attn: Pre-Guarantee Unit
P.O. Box 17162
Wilmington, DE 19850-7162
Fax (302) 477-4080