



9.6 Exit Interview

Policy Statement

The Bursar's Office Division will maintain compliance with the Federal Regulations to help student borrowers manage their debt.

Reason for policy

The Bursar's Office Division Exit Interview policy is federally mandated and is needed to aid student borrowers in managing their debt and maintaining knowledge of the rights and responsibilities.

Procedures

The Federal Perkins Loan program requires exit interviewing and acknowledgement of loan indebtedness and rights and responsibilities each time the student is enrolled less than half time, graduates, or withdrawals. Borrowers are mailed the "Exit Interview Questionnaire," along with the Federal Perkins Loan Rights and Responsibilities, a Truth-in-Lending statement, and an Amortization schedule of required payments. Once this information is returned to our office, it is kept in the student borrower's electronic loan file for the life of the loan.

Forms/Instructions

Exit Interview Questionnaire:

http://www.busfin.uga.edu/bursar/ls_exit_questionnaire.pdf

UGA Cosigner Loan Information:

http://busfin.uga.edu/bursar/bursar_cosigner_loan/

UGA Perkins Loan Information:

http://busfin.uga.edu/bursar/bursar_perkins_loan/

Additional contacts

Michele Sellers

Phone Number: 706-542-2965

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration Responsible

University Administrator: Associate Vice President - Finance Division

Policy Owner: Bursar's Office Division

Policy Contact: Michele Sellers

Phone Number: 706-542-2965

Record Retention

This series documents and is a monitoring tool for all Perkins and National Direct Student Loans. This series consists of files for each borrower. This series may include but is not limited to: repayment schedules; statements of rights and responsibilities; records of actions taken; and related documentation and correspondence.

Record Copy: Student Loans

Retention: 5 years after loan repayment or assignment to U.S. Department of Education, [BOR 0472-06-015](#)

Federal Code: [34 C.F.R. 674](#)

[◀ Entrance Counseling](#) | [Loan Repayment](#) ▶

Policy Dates

Effective Date:

Date Last Updated: 05/12/2017

Date of Last Review:

Date of Approval:

Previous Version of Policy: