

# HOW TO

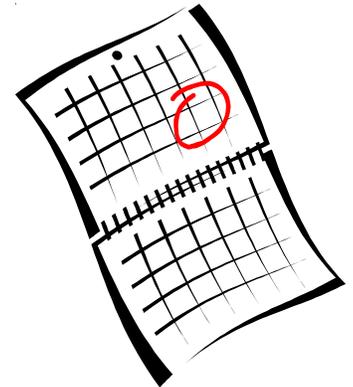
## Order Exit Interview Packages

*Exit Interview Packages* can be mailed to your office and include Disclosure Statements and Loan Interview Sheets with the financial information for each borrower completed in the disclosure section. Two copies are provided: one for your files and one for the borrower. Labels with your borrowers' addresses are included and may be used when you must mail the package to a borrower who did not appear for his or her interview. The borrower's name, address, social security and loan numbers are part of the permanent package. Don't forget to have the student sign the package before you file the document.

### Plan ahead and allow ample time to complete the interview process.

There are several ways to receive *Exit Interview Packages* from Campus Partners. The easiest way is to use our **automatic** exit package service, which uses the borrower's separation date to calculate a process date. Forty-five (45) days before the separation date or another number of days more suitable for your needs, the package is produced and mailed to your office. At that time a comment is placed in the borrower's on-line history file.

It is critical to load all disbursements and verify the separation dates on System III<sup>SM</sup> before the packages are generated. With your customer service representative's (CSR) help, establish the automatic parameters for *Exit Interview Packages* now to insure all the proper coding is in place before the Spring 2005 exit season begins.



### You may also receive *Exit Interview Packages* by individually requesting one for a specific borrower(s).

You can request it (them) through the XPKG screen, if you have DataLink or by sending a request to your customer service representative. If you need exit interview materials for a particular separation-date range, packages can be requested in bulk through your CSR. Please allow two to three weeks between the time we receive your request and the time you receive the completed packages.



Once you receive the packages, please review and attach any information you wish to include, such as deferment information and forms, address change requests, or Automatic Direct Draft application forms. **All of this information can be downloaded from our Web site at: [www.campuspartners.com](http://www.campuspartners.com).**

[www.campuspartners.com](http://www.campuspartners.com)

### **Consider program-specific attachments.**

We can mail information sheets to customers with the completed exit packages. We provide separate information sheets for the Federal Perkins (4884), the Health Profession (4886), and the Nursing (4885) programs. You may wish to develop your own attachment for institutional programs. Our forms can be downloaded from our Web site at [www.campuspartners.com](http://www.campuspartners.com).

### **Prepare for drop-in exit interviews.**

We can assist with drop-in students who give little warning they are leaving school. The fastest way to complete an exit interview is to use the *On-line Exit* feature through DataLink. A pre-formatted disclosure screen provides the required financial information, which the borrower must sign. Page Two of the document must be attached to the screen print. You can obtain a copy of Page Two, as well as copies of the informational sheets mentioned above, from our Web site.

Another option is to maintain a supply of blank exit interview packages in your office and extract information from the *Enrolled and Grace Borrowers Report* or from the MAIN screen, if you are on-line.



### **The expense is minimal.**

The exit packages with completed disclosure information are available for only \$1.30 each. You can maintain a supply of blank exit packages at your location for only \$.80 each, and the on-line *Exits* are free.



**Questions?**  
**Your Customer Service Representative will be happy to help.**