

How To

Use QuikLetters

QuikLetters are a convenient and economical way of corresponding with borrowers. By using DataLinkSM, you may generate a QuikLetter in seconds.

There are only a few steps to creating and sending a QuikLetter. If you have DataLink, you simply go to the AUDT screen and enter a five-digit QuikLetter number. After a few more keystrokes, you have generated a letter that will be mailed by Campus Partners. Not only does the QuikLetter contain a specific message to the borrower, but it also includes a complete loan summary.

There are hundreds of messages to choose from. However, if the existing messages do not fit your particular need, you can customize your own QuikLetter. Some customers are using QuikLetter messages to generate an additional due diligence contact to the borrower at 75 or 150 days past due. Documentation is available and the first QuikLetters Manual is free.

Get a head start on next year's cohort borrowers with QuikLetters! Although you may have your eye on the flag (the default repayment flag) for next year, it's not too early to let borrowers in your projected year group know that the Department of Education will be watching their loans. Try QuikLetter #50435 to alert borrowers that they are in the projected year cohort group. The text is as follows:

QuikLetter #50435

Your Federal Perkins student loan(s) will be monitored closely by the federal government and the Department of Education throughout the next year. You are part of a "cohort group" of individuals that entered repayment on or around the same time. Please take time to read all the information provided in your promissory note to ensure that you are familiar with the obligations and options available.

It is our intention to provide you with the best service possible. If any problems arise and you are unable to make your regular payment, please contact (your school name is inserted automatically here) immediately.

Below is the status of this account:

Please notify Campus Partners immediately with name/address changes and submission of deferment/cancellation forms.

QuikLetter #00441 is addressed to borrowers in danger of having their loans placed with a collection agency. Here's the text:

QuikLetter #00441

This letter is to inform you that your student loan account will be placed with a collection agency if payment is not received within two weeks of the date of this letter. The following is the status of your loan(s).

Avoid the addition of collection costs by contacting your lending institution and forwarding a payment immediately.

Thank you for your prompt payment.

A few of the other QuikLetters available include:

#50436 and #50437, which are addressed to delinquent borrowers not yet placed with a collection agency; and which are addressed to delinquent borrowers not yet placed with a collection agency; and

#00440, addressed to borrowers who need to provide their birth dates for the National Student Loan Data System (NSLDS). addressed to borrowers who need to provide their birth dates for the National Student Loan Data System (NSLDS).

Note: DataLink customers need to add QuikLetter security for each system user. Customers who don't use DataLink should send QuikLetter requests to their customer service representatives. The charge for each QuikLetter generated is \$1.30 per letter.

Questions? Please call your Customer Service Representative.

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