

HOW TO

Use the LVC Screen

Campus Partners has added additional functionality to System 3i to assist customers in completing Federal Consolidation Loan Verification Certificates (LVC). The new screen will provide customers with the necessary information to complete the LVC. Many of our customers have requested that we provide this functionality to System 3i, and we are pleased to offer this tool to you.

To view the new LVC screen follow the easy steps below.

- ◆ Log onto System3i.
- ◆ On the Account Details screen, click on the “Calculate Future Payoff” button.
- ◆ Most LVCs have an anticipated payoff date printed on them. Select the number of days from today’s date to the anticipated payoff date. Then select the number of days that the Payoff Projection should be calculated using the drop-down box and click the “Calculate” button.
- ◆ The Payoff Projection box with the anticipated Payoff date appears at the bottom of your screen. The LVC button will appear to the right of the account number if the borrower has at least one loan within the account that meets the criteria for a loan consolidation certificate to be processed.
- ◆ Click on the LVC button, and the following **printable** screen will appear:

Loan Verification Certificate										
Institution and address to which payoff amount should be sent										
Campus Partners PO Box 2901 Winston-Salem, NC 27102-2901										
Borrower SSN, Name, Address, and Telephone Number							Anticipated Loan Payoff Date			
245454511 Sanders, Sally Sue 4506 Potofgold Drive Anytown NC 27107 (336) 607-2176							11/20/2004			
Account Number:							00001-801481049-03			
Acct. ID	Prog/loan/seq Number	Loan Type	Current Guarantor Abbr.	First/Only Disb. Date	Interest Rate	Borrower Status Codes	Next/First Payment Due	Current Principal Balance	Payoff Amount as of Anticipated Payoff Date	Daily Interest Accrual
1	00001-245454511-17	Perk		09/01/1982	5.000%	GR	01/01/2005	\$500.00	\$500.00	.0685
Total Payoff Amount									\$500.00	

Note: If the anticipated payoff date is not printed on the LVC, select 60 days as your Payoff Projection date. This date will print on the LVC form.

The Loan Verification Screen provides the following information:

- ◆ Campus Partners name and address as the institution and address where payoff payments should be sent
- ◆ Borrower's social security number
- ◆ Borrower's address and telephone number
- ◆ Anticipated Loan Payoff Date
- ◆ Borrower's account number
- ◆ Program/Loan/Sequence number
- ◆ Loan Type
- ◆ Current Guarantor Abbreviation
- ◆ First/Only Disbursement Date
- ◆ Interest Rate
- ◆ Borrower Status Code
- ◆ Next/First Payment Due
- ◆ Current Principal Balance
- ◆ Payoff Amount as of the Anticipated Loan Payoff Date
- ◆ Daily Interest Accrual
- ◆ Total Payoff Amount

For a loan to be eligible for a Loan Verification Certificate it must meet the following criteria:

- ◆ The loan must be a Perkins, Nursing, or Health Professions Loan (**PCL loans are not eligible**).
- ◆ The loan must be in an enrolled, grace, repayment, deferment, or cancellation/postponement status.
- ◆ The loan can not be placed with a collection agency.

To print the Loan Verification Screen, simply click the “printer” icon at the top of the screen. Sign the bottom of the original LVC form and attach the printout to the original request. Both documents should be returned to the consolidation company.

For more information or assistance, please contact your Customer Service Representative.

