

NC LEAF APPLICATION INSTRUCTIONS

To be considered by the NC LEAF Board of Directors for participation in the 2010/2011 NC LEAF Loan Repayment Assistance Program, please follow these directions carefully:

- A) Read the Program Guidelines fully. If you have questions about any of the details contained in the Guidelines, please don't hesitate to contact us for clarification.
- B) Complete and submit to NC LEAF:
- 1) A signed copy of the 2010/2011 Program Guidelines.
Please do not detach the signature page. The complete set of Guidelines must be returned to our office. Do not fax.
 - 2) A completed Application including required essay. Do not leave any blanks. Write N/A if not applicable to your situation.
 - 3) A copy of your 2009 Federal and State Tax Returns with all accompanying schedules. Do not include worksheets. If you were not required to file a tax return last year, include a letter explaining why. If you have a Domestic Partner or Spouse, he/she must also provide copies of the most recent tax returns filed. Do not fax.
 - 4) Completed Employer Certification Forms for you and your Domestic Partner or Spouse, if applicable. Fill out Part A of the forms only. Part B must be completed by the employer or will be rejected by NC LEAF. The definition of a Domestic Partner is included in the Program Guidelines.
 - 5) For law school loans currently in repayment, copies of lender statements detailing monthly payment obligation and payment amounts applied to principal and interest. Copies printed from lender websites are preferred. For loans that are in deferral, grace or forbearance, current statements from lenders indicating the date the first payment will be due and estimated monthly payment obligation are required. Copies printed from lender websites are preferred.
 - 6) A copy of your printed statement from www.nslds.ed.gov, the National Student Loan Data System.

Mail all required documentation to:

NC LEAF
3948 Browning Place, Suite 334
Raleigh, NC 27609-6512

If you have any questions, please contact us at (919) 845-6089 and we will be happy to assist you. You may also email your questions to info@ncleaf.org. The Application, Guidelines and related forms are can be downloaded from our website at www.ncleaf.org. You may also fill out the Application online and mail required forms separately. We ask that you not send documents by any method requiring a signature.

We regret that incomplete applications will not be processed nor will faxed copies of the signed Program Guidelines and/or tax returns.

The completed Application, Employer forms, Program Guidelines, tax return copies and all lender information MUST be received in our office by 5pm Friday, September 10, 2010. It is the Applicant's responsibility to make sure all required documents are received by NC LEAF. A confirming email will be sent when your application is considered complete.