



Exit Loan Counseling Requirements for Federal Direct Stafford Loan Borrowers

Exit Loan Counseling is required by Federal Regulations for all Direct Stafford Loan borrowers **graduating, leaving school by completely withdrawing, unofficially withdrawing, or dropping below half-time enrollment** (even if you plan on re-enrolling or transferring to another school). Exit counseling provides important information you will need as you prepare to repay your federal student loan(s). If you have received a subsidized, unsubsidized or PLUS loan under the Direct Loan Program or the FFEL Program, you must complete exit counseling each time any of the following occur within the section below:

Reason for Completing Exit Loan Counseling Requirements

- ☐ Graduated/will be graduating at the completion of Year/Qtr: _____
- ☐ Did not previously complete exit loan counseling requirements after ceasing at least half time enrollment status at the end of Year/Qtr: _____
- ☐ Taking a quarter off..... Year/Qtr: _____
- ☐ Unofficial Withdrawal..... Year/Qtr: _____
- ☐ Complete Withdrawal. Please refer to the Return to Title IV Funds policy.
Original Unit Count: _____ Revised Unit Count: _____ Year/Qtr: _____
- ☐ Dropping courses to less than half-time enrollment status (less than 6 units for UG and LW students). Original Unit Count: _____ Revised Unit Count: _____ Year/Qtr: _____

***If completely withdrawing, or dropping to less than half-time enrollment status, the following will occur:**

- Satisfactory Academic Progress may negatively be affected
- Future scheduled Direct Loan disbursements will be cancelled.
- Students who completely withdraw and received federal funds will be required to repay "unearned" aid. The amount of the assistance earned is determined on a pro-rated basis. Based upon the date you withdraw, you may receive a full or partial tuition refund. The tuition refund will not impact the *Return to Title IV calculation*, but does affect the amount of money you may owe Humphreys University as the required return of funds may be greater than the tuition adjustment. Humphreys University will return funds on your behalf to the appropriate federal and state aid program(s) and subsequently will bill you for returned funds. You are responsible for all charges and overpayments resulting from the *Return to Title IV calculation*. Subsequent registration will be denied if outstanding charges remain on your account at registration.
- If dropping to less than half-time status, any tuition adjustment issued will be refunded to the appropriate federal and state financial aid program(s).

Exit Requirements

STEP 1



Complete the Attached Updated Personal Reference Form

STEP 2



Complete Federal Online Exit Counseling at www.studentloans.gov
See instructions attached.

STEP 3



Complete Student Connection WhichWay App Module
See instructions attached.

STEP 4



Submit your exit requirements to the Financial Aid Office. **Appointment is not required.** However, sufficient time is needed to confirm successful exit requirement completion and provide you with the necessary loan repayment information. Please allot yourself at least 20 minutes.



UPDATED PERSONAL REFERENCE FORM

To ensure we have your most current demographic information and references on file, you must complete this form as part of your exit requirements. The references you provide on this form will only be contacted in the event that we are unable to reach you regarding your student loan account in repayment status. The addresses you provide below will be verified against the United States Postal Service Database at <http://zip4.usps.com/zip4/welcome.jsp>.

Personal Information (Please print clearly)

Last Name, First Name

SSN

DOB

Street Address

City, State, Zip Code/Postal Code

() -
Cell Phone Number

() -
Other Phone Number

Email Address

Enter next of kin or parent, who will know your whereabouts for at least three years.

☐ Reference 1:

Last Name, First Name

Relationship to Borrower

Street Address

City, State, Zip Code/Postal Code

() -
Area Code/Telephone Number

You must list two persons with different U.S. addresses, who will know your whereabouts for at least three years.

☐ Reference 2:

Last Name, First Name

Relationship to Borrower

Street Address

City, State, Zip Code/Postal Code

() -
Area Code/Telephone Number

☐ Reference 3:

Last Name, First Name

Relationship to Borrower

Street Address

City, State, Zip Code/Postal Code

() -
Area Code/Telephone Number

Certification

If Humphreys University, or its representatives, loses contact with me, I authorize Humphreys University and its representatives to contact the individuals on this form, and or other organization that might provide information as to my location or employment.



Student Signature

Date

Step 2 – Instructions for Completing Federal Online Exit Counseling

- A. Go to www.studentLoans.gov.
Log In by entering your
**FSA ID Username or
Email Address AND
FSA ID Password.**

- B. Click on **Complete Loan Counseling (Entrance, Financial Awareness, Exit)**

- C. Go to **Exit Counseling (Required)** and click **START**

- D. Select **CALIFORNIA** for state
**HUMPHREYS UNIVERSITY/
COLLEGE** for school

and

- E. Click **NOTIFY THIS SCHOOL**
then click **CONTINUE** to begin

Continue on back.

Step 3 – Instructions for Completing WhichWay App Module

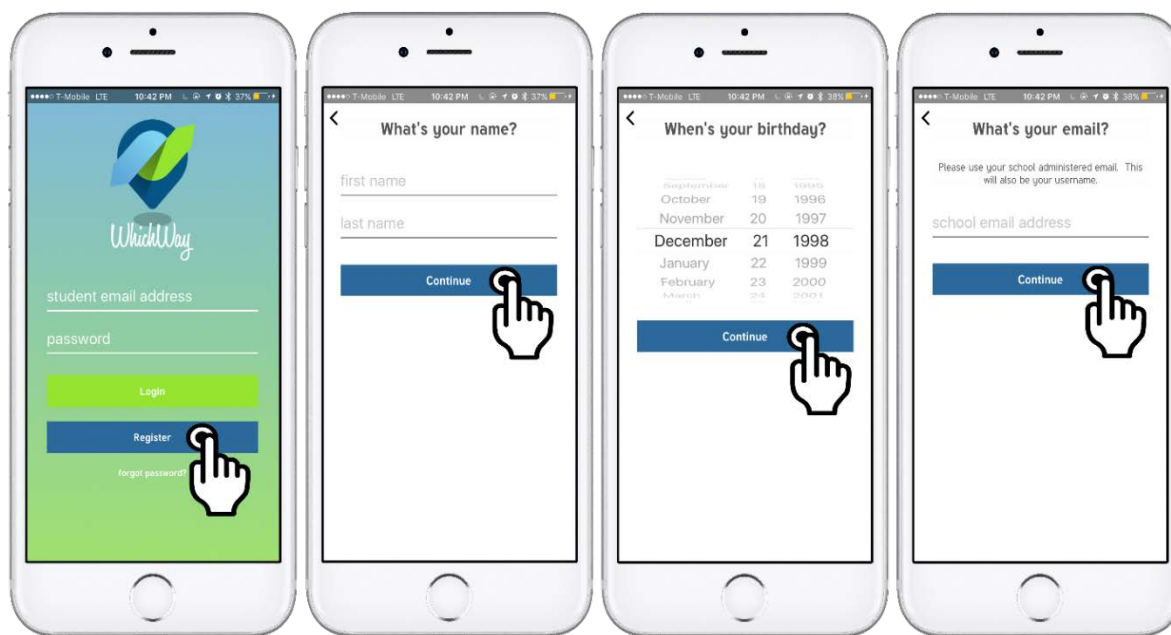
WhichWay Quick Start Guide

The WhichWay app is free, lightweight and contains no ads. You will first need to download the WhichWay app at the Apple Store or Google Play.

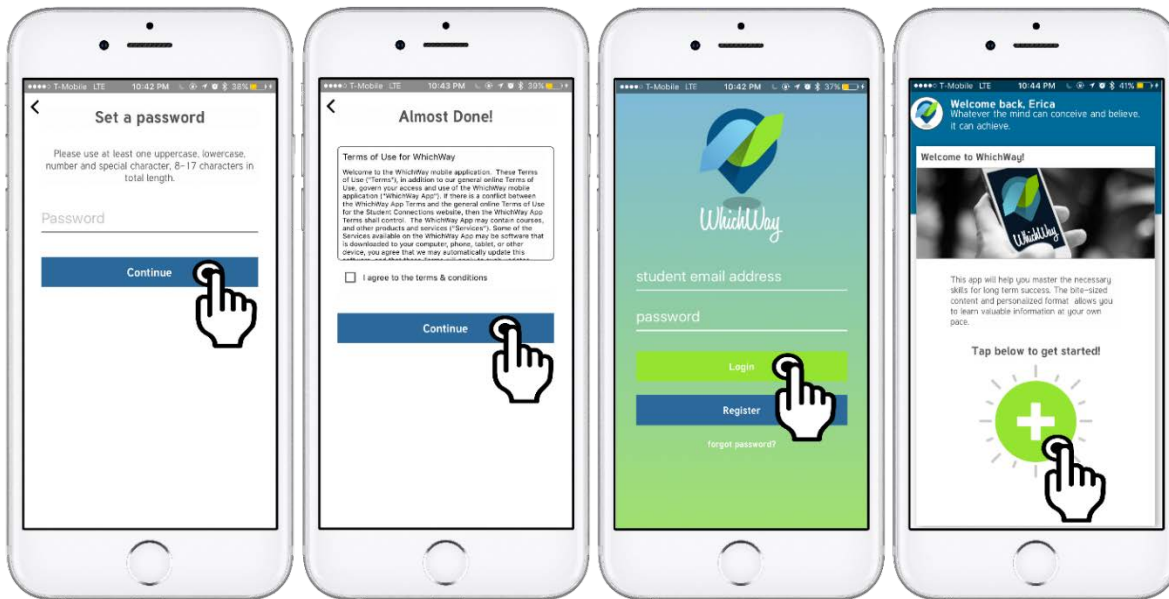
NOTE: You may have received or will receive an email confirmation link to your school email account. Please check your spam folder if you do not see it. You will need to use your school email address to authenticate your free access to WhichWay.

Registration and login steps:

- After downloading and installing the app, click the registration button.
- Enter your name and hit continue.
- Enter your birth date and hit continue.
- Enter your school email address and hit continue.



- Create a password and hit continue.
- A dialogue box will inform you that an email will be sent to you to validate you as the user. Simply hit continue and go to your email inbox and click on the link in the email. If you don't see the email, please check your spam folder.
- Go back to the WhichWay login screen and enter your email and password to login.
- After logging in, the welcome page will appear with a plus button to get started.



- Available courses will appear.

Required Module Completion:

- If you are completing exit loan counseling due to leaving school by completely withdrawing, unofficially withdrawing, or dropping below half-time enrollment, select the **Achieving Goals** module.
- If you are completing exit loan counseling due to **graduation**, select the **Creating and Maintaining a Budget** module.



Please note that your data will not be shared with anyone outside of Humphreys University. Be sure to allow the app to install automatic updates, so you will always have the latest content and version.