Payment Instructions:
Payments can be made on the website at campusbasedloans.westga.edu using a debit or credit card, or you may mail a check or money order to the address above. You must have your student id/account number to log in to the website and all checks/money orders must include the student id/account number.

Payments are due on the 15th of each month. The office is not open on weekends and holidays, however, there is a five-day grace period expiring on the 20th each month. If a payment is not received in time to post by the 20th, you will incur a late fee. (Late fees are based on a percentage of your monthly installment amount. Please refer to your master promissory note for details.)

NOTIFY our office as soon as possible if you:
- graduate, withdraw or drop below half-time enrollment at UWG.
- change your address, phone number or email, or change your name.
- transfer to another school or have returned for graduate studies (for deferment).
- experience a financial hardship due to loss of job or reduction of work and are unable to make minimum monthly Perkins payments.
- are unable to make your minimum monthly Perkins payment and have been approved for a deferment, forbearance or income-based repayment plan on your other federal student loans.
- are working in an occupation that qualifies for loan forgiveness. You may qualify to have your payments deferred annually while you are working towards cancellation of the loan, up to 5 years and 100% cancellation of principal. (Cancellation rates are 15% for first and second years each, 20% for third and fourth years each, and the remaining 30% for the fifth year. For list of occupations, see https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellations/charts.)

Correspondence:
ALL correspondence should include your full name, student id/account number, and contact information (mailing address, phone, email). For your security, DO NOT include your social security number, please.
Deferment and cancellation applications must be requested via email or phone, prior to your payment due date. NOTE: allow up to 30 days for processing once your application is received. Only original mailed deferments and cancellation documents are accepted. Copies, faxes, scans and incomplete documents (i.e. missing dates, signatures, or stamp/seal/letter) will be declined.

Avoiding Default:

It is the borrower’s responsibility to contact our office and prevent a serious default. Per the original agreement and the Exit Interview, the borrower is responsible for keeping up with due dates and updating their address and all other contact information. Failure to receive monthly invoices does not excuse failure to remit payment. Also, do not ignore invoices because you believe you were billed in error or are entitled to deferment or cancellation. You must request cancellation and deferment benefits and be approved based on qualifications (i.e.: status as a student, deferment/repayment plan of other federal loans, economic hardship or occupation). Delinquencies of 30 days past due or more will have a negative impact on your credit rating. Please contact our office so we may try to assist you in preventing these consequences.

Some of the Consequences of Default -

- The entire unpaid balance of your loan and any interest is immediately due and payable.
- You may lose eligibility for benefits such as deferment, forbearance and repayment plans.
- You will lose eligibility for any additional federal financial aid.
- Your loan may be placed with a collection agency at a substantial additional cost to you.

Any past due account is legally in default. For the purposes of Financial Aid qualifications, the U.S. Department of Education (D.O.E.) considers a Perkins Student Loan to be in default when it becomes 240 days (8 months) past due. UWG reports to the D.O.E. and to national credit bureaus monthly and default will prevent a student from qualifying for any further federal financial aid until the loan is current. Furthermore, financial aid advisors will require a letter clearing your loan from default before you may continue and thus delay the process, especially during times with peak volume and/or near deadlines.

Resources for further information:

University of West Georgia website –
https://www.westga.edu/student-services/bursar/perkins-loan-office.php

Federal Student Aid website (search “Perkins” for loan specific information) -
https://studentaid.ed.gov

Loan Consolidation information –
Loan Consolidation Information Call Center 800/557-7392
(Note: You may lose cancellation benefits if you consolidate.)