

PSLF Template Email

Good afternoon,

As an employee at XXX district, I am writing to inform you of recent changes to the Public Service Loan Forgiveness (PSLF) Program that you may be able to take advantage of that could completely forgive your student loans or get you significantly closer to full forgiveness.

During the past few months, more than 70,000 individuals have taken advantage of this new program flexibility and received full loan forgiveness! If you have federal student loan debt and are a full-time employee at XX district, you are automatically eligible for the program.

First, what is PSLF?

PSLF is a program that provides full forgiveness to public service employees after 10 years of service (or 120 qualifying payments). Individuals must make monthly payments for 10 years on their loans while employed in a public service job. After the 10 years, the remainder of the federal student loan debt is forgiven.

What is the change?

You may have heard about PSLF in the past, along with its reputation of not working properly. The U.S. Department of Education, however, has implemented a Limited Time Waiver to improve the program and help those who qualify get closer to forgiveness. The waiver will provide credits toward PSLF for payments that previously did not qualify for the program (including the two years that payments have not been required). However, this new waiver expires October 31, 2022, and there may be action you need to take quickly in order to benefit from it.

Here's what to do depending on your loan forgiveness status with the program:

If you're not yet enrolled in the PSLF program:

1. Verify your loan types. If you have FFEL, Perkins, or other federal student loans that are not already Direct Loans, you'll need to consolidate those loans into a Direct Consolidation Loan by Oct. 31, 2022. Periods of repayment on parent PLUS loans are not eligible under the limited PSLF waiver. For additional assistance: [Consolidating Your Loans for PSLF](#) (Video)
2. Certify eligible employment using the [PSLF Help Tool](#). If you haven't already, you must file a PSLF form certifying your full-time qualifying employment during each period for which you want credit toward PSLF. [Certifying Your Employment for PSLF](#) (Video)

If you're already enrolled in PSLF:

1. Submit a PSLF form checking the box "I just want to find out how many qualifying payments I have made or if my employer is a qualified employer".
2. You will receive an update on how close you are to the 120 payments necessary to reach full forgiveness.

Additional resources:

- [PSLF Frequently Asked Questions](#) – Student Borrower Protection Center

- [Update on PSLF \(Webinar\)](#) –Equal Justice Works & The PSLF Coalition

XX district succeeds due to the passion and dedication from each and every one of its staff members. I hope you are able to take advantage of this opportunity and receive the benefits that you have earned as a critical part of our community.