



DEFENSE FINANCE AND ACCOUNTING SERVICE  
INDIANAPOLIS CENTER  
8899 EAST 56TH STREET  
INDIANAPOLIS, INDIANA 46249-3300

Instructions for submission of student deferment:

**IT IS VERY IMPORTANT TO READ THE FOLLOWING STEPS ON HOW TO FILL OUT STUDENT DEFERMENT TO AVOID ANY AUTOMATIC DISAPPROVAL.**

1. Please supply account number on all pages of documents to ensure all documents are located and processed efficiently as possible.
2. When filling out your Promissory Note, you will need a copy of your current billing statement to provide the information requested and a letter from your registrar's office with your status and graduation date. **(If you do not have a current billing statement and you haven't made any payments on this account. Please contact our customer care center to verify your account is still active with our office and has not been turned over to the Department of Treasury for collection.)**
3. Please fill out your full name, account number, current date from your billing statement and anticipated graduation date. Your account number can be found on your current billing statement.
4. Before we can render a decision on your request for student deferment a copy of your letter from the registrar's office and the current bill referenced in step 3 must be accompanied with your Promissory Note.
5. DFAS maintains the discretion to reject an unacceptable proposed Promissory Note. DFAS will notify the Debtor in writing in the event the Promissory Note submitted by the Debtor is unacceptable.
6. No modification of the terms of this Promissory Note shall be allowed unless by written agreement signed by both parties in the form of a new Promissory Note.
7. If your address has changed from the current address we have on file, please call our customer care center or email us with "address change" in the subject line for prompt changes to your account.
8. Mail back the required documents in this packet with a signed copy of the arrangement letter within 15 days to:

DFAS-IN/Debt and Claims, Department 3300 Attn:  
Customer Service Center  
8899 East 56th St., Indianapolis, IN 46249

You can submit a ticket by utilizing the askDFAS feature located at:

<https://corpweb1.dfas.mil/askDFAS/custCategories.action?tsm=1487857548500&pgModId=5100>

Sincerely,

Customer Care Center  
Debt and Claims Management  
1-866-912-6488

Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_

**PROMISSORY NOTE FOR STUDENT DEFERMENT ON  
EDUCATION DEBTS ONLY**

I, \_\_\_\_\_ (“Debtor”), acknowledge that I owe a debt to the Out-of-Service Debt Management office. I promise to repay the full debt amount found on the attached correspondence dated \_\_\_\_\_ from that date hereof until the entire debt, including interest, late payment penalties, and administrative charges, is paid in full under the following terms and conditions:

- 1. Interest, Late Payment Penalties, and Administrative Charges.** Pursuant to 31 U.S.C. 3717, interest, late payment penalties, and administrative costs are charged on debts owed to the United States. Late penalties shall be charged in an amount not to exceed six percent a year on any amount that is more than 90 days past due.
- 2. Deferment of Student Loan Debt Repayment (educational debts only).** Debtor requests a student deferment (no payment) for the repayment of an educational debt/student loan until date of graduation or completion of residency plus 90 days. Once Debtor loses student enrollment status, beginning the following month payments shall be made in equal monthly installments per month until the entire debt, including interest, late payment penalties, and administrative charges, is paid in full.
- 3. Review of Enrollment Status.** A letter from the registrar’s office is **required annually** to determine if debtor is eligible for continuous student deferment.
- 4. Modification.** No modification of the terms of this Promissory Note shall be allowed unless Debtor loses student enrollment.

**I certify that I have read and understand the terms of this note.**

**Signature of Debtor:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Printed Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
\_\_\_\_\_

**Rejection of Unacceptable Promissory Note by DFAS.** DFAS maintains the discretion to reject an unacceptable proposed Promissory Note. DFAS will notify the Debtor in writing in the event the Promissory Note submitted by the Debtor is unacceptable.

**DO NOT WRITE BELOW THIS LINE**

As an authorized representative of the United States, I hereby accept the installment agreement set forth above.

**Agency Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Title and Agency:** \_\_\_\_\_

THIS REPORT CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.