



EXIT COUNSELING POLICY

Exit Counseling provides important information needed by the student to prepare to repay a federal student loan(s). If a student received a subsidized, unsubsidized or PLUS loan under the Direct Loan Program they must complete exit counseling each time they:

- **Drop below half-time enrollment**
- **Graduate**
- **Leave school**

If the student (borrower) drops out without notifying Lamar University, LU must confirm that the student has completed online counseling or LU must mail exit counseling material to the student's last known address. It is also acceptable to email exit counseling information to the student's personal (not school) email address. The print or PDF version of the *Exit Counseling Guide for Federal Student Loan Borrowers* satisfies this requirement, in addition students who complete loan exit counseling online at www.studentloans.gov fulfill this requirement. NSLDS also provides the completion information to the loan holders. Beginning in Spring (January) 2016, LU will use the student's personal email address to send the PDF Exit Counseling notification letter and PDF version of the DOE's *Exit Counseling Guide for Federal Student Loan Borrowers*. The emailed Exit Counseling notification letter and guide will be sent within 30 days of a student's withdrawal, graduation or a drop in enrollment below half-time. If the student does not complete Exit Counseling within 30 days of the notification email, LU will send the Exit Counseling letter via USPS to the student's home address. The Exit Counseling materials will be within thirty (30) days of learning that the borrower has withdrawn or failed to participate in an exit counseling session.

When mailing or emailing exit materials to students who have left school, you're not required to use certified mail with a return receipt requested, LU will make a note in their Banner student file that Exit Loan Counseling materials were sent. If the student fails to provide updated contact information, LU is not required to take further action. If the student provides new or corrected contact information, LU will make the necessary corrections in Banner and resend Exit Counseling materials to the updated address.

At the end of the Exit Counseling session, the student will be asked for information that will be included as part of his/her loan records. The student must provide the following:

- **Names, addresses, e-mail addresses and phone numbers for:**
 - **Next of kin**
 - **Two references who live in the U.S. (If parents are married you can only use one of them for a reference reference)**
 - **Your future employer (if known)**