



Materials for workshop

- Public Service Loan Forgiveness (PSLF) form (included)
- Federal Student Aid PSLF Fact Sheet (included)
- Degrees Not Debt sign-in sheet (included)
- Association membership cards (not included)
- Computer lab/laptop with wi-fi (not included)
- School's federal Employer Identification Number (EIN) (not included)
The FEIN is found on the Wage and Tax Statement (W-2)
- Give a heads up to school that you are leading this workshop. Find out where members can submit their PSLF forms



Sample email sent to workshop attendees

Hello,

Thank you for your interest in the Degrees Not Debt program information. We are scheduled to meet on DATE at LOCATION from START TIME TO END TIME.

Things you will want for the workshop:

1. Your FAFSA Personal Identification Number (PIN). If you don't have one or can't remember it, go to this website <https://studentloans.gov/myDirectLoan/index.action> and request one.
THIS CAN TAKE UP TO 72 HOURS!! So please take a few minutes to request this information ASAP.
2. Information about your payment plan, such as a student loan bill, will be useful.
3. You will need to be able to log in to the computer lab system or bring your own laptop.

I look forward to seeing you on DATE! Have a great week until then.

Sample **reminder** email to workshop attendees

Hello,

This is a reminder that we are scheduled to meet on DATE at LOCATION from START TIME TO END TIME.

Things you will want for DATE:

1. Your FAFSA Personal Identification Number (PIN). If you don't have one or can't remember it go to this website <https://studentloans.gov/myDirectLoan/index.action> and request one.
2. **THIS CAN TAKE UP TO 72 HOURS!!** So please take a few minutes to request this information ASAP.
2. Information about your payment plan, such as a student loan bill, will be useful.
3. You will need to be able to log in to the computer lab system or bring your own laptop.

I look forward to seeing you on DATE! In the meantime check out the NEA Public Service Loan Forgiveness video <https://www.youtube.com/watch?v=LsyDLgs8fzQ>



Follow the 5 Steps to Kick Student Debt

O SIGN-IN SHEET

O LOG-IN TO 5 STEPS WEBPAGE

Have everyone use the 5 Steps webpage as the starting point:

<http://www.nea.org/home/60418.htm>

It has the live links for each of the steps in the 5 Steps brochure. After they follow each step they go back to the DND workshop 5 STEPS WEBPAGE to proceed to next step.

O PLEDGE

Sign NEA's Degrees Not Debt pledge.

O PIN

Confirm attendees have FAFSA PIN number to apply for lower repayments.

O PUBLIC SERVICE

Distribute the Public Service Loan Forgiveness Form.

Participants complete Section 1, 2 and 3.

Facilitator provides the Federal EIN number.

Facilitator provides information of who/where to submit forms for employer certification.

Members submit to school administration for the employer to complete Section 4.

Members mail or fax the completed form to U.S. Department of Education.

O PAYMENTS

Use your FAFSA PIN to apply for lower repayments.

<https://studentloans.gov>

O PROMOTE

Get testimonials from members.

Recruit an ambassador who will host a workshop in their local.

Send a thank you email.

The thank you email can include a testimonial, and a reminder to have Section 4 of PSLF form filled out by employer and to mail or fax the completed form to U.S. Department of Education.

