

EXHIBIT 3

REQUEST FOR STUDENT LOAN REPAYMENT CHECKLIST FOR MANAGERS AND ADDITIONAL INFORMATION

Each request for Student Loan Repayment must include the following information:

_____SF-52

_____Written Justification – Addressing each of the applicable criteria for eligibility described in Section C. of this Handbook

_____A statement identifying other compensation options which have been considered and the reasons for their use or rejection.

_____Statement of Account – Documentation showing outstanding balances from each lender for each loan

_____Documentation demonstrating all original loans were qualifying loans when repayment is for consolidated loans

_____Signed Service Agreement

_____Resume

_____Release to Obtain Student Loan Information Form