



## **Loan Deferment Request Process (In-School Deferment)**

*Guide for Brite Divinity School Students*

Because loan deferment is no longer automatically reported through the Title IV system, students who wish to maintain in-school deferment status on their federal student loans must now submit a Loan Deferment Request Form to their loan servicer. The following process explains how to complete this step.

### **Step-by-Step Process**

#### **1. Download the In-School Deferment Request Form**

Students should download the official U.S. Department of Education form:

#### **In-School Deferment Request Form**

<https://studentaid.gov/sites/default/files/InSchoolDeferment-en-us.pdf>

#### **2. Complete the Borrower Section**

Fill out Section 1 (Borrower Information) and Sections 2 & 3 of the form.

Do **not** complete the **School Certification Section**.

#### **3. Send the Form to Brite for Certification**

After completing your portion of the form:

1. Save the completed PDF.
2. Email the form to [c.motupalli@tcu.edu](mailto:c.motupalli@tcu.edu) - **Dr. Chaitanya Motupalli** (Associate Dean for Academic Affairs).

#### **4. School Certification**

The Office of Academic Affairs will verify your enrollment status and return the form to you.

#### **5. Submit the Form to Your Loan Servicer**

Follow your loan servicer's instructions for submission (upload, mail, or secure message).

Your loan servicer will then process the **in-school deferment request**.

### **Important Notes**

- This process must be completed each time your loan servicer requests confirmation of enrollment.
- Deferment approval is determined by your loan servicer, **not** by Brite Divinity School.

If you have any questions about the process, please reach out to the Associate Dean's Office:

[BriteAssociateDeansOffice@tcu.edu](mailto:BriteAssociateDeansOffice@tcu.edu)