



Director of Financial Aid:

**RE: Connecticut Student Loan Foundation (CSLF) Policy Change – Please read carefully as this may affect your office!**

Please be advised that CSLF has established the following policy:

**Effective immediately, CSLF will only accept authorization from the DIRECTOR OF FINANCIAL AID for procedural changes, which affect the current processing method of an institution.** However, by completing the enclosed authorization form, the Director of Financial Aid may authorize another individual within the office to make these changes on his/her behalf.

This policy will **not** affect the daily operations within your office. All office personnel may still contact our office to make loan record changes, inquire about student accounts, update student information, etc. This policy does not change any of the daily routine calls and inquiries to CSLF.

Institutions have requested that CSLF establish a policy of verifying (with the Director of Financial Aid) all changes that affect the current procedural flows of an institution (for example: changes to EFT procedures, updating system processes to new transmission types, updating system processes to new products, etc). We hope that this will be of assistance to you and your staff.

If you have any questions, please do not hesitate to contact your Academic Services Representative at (800) 237-9721.



# CONNECTICUT STUDENT LOAN FOUNDATION

525 Brook Street P.O. Box 1009 Rocky Hill Connecticut 06067 800.237.9721 860.257.4001

## N O T I C E

### **CSLF Student Loan Foundation - Policy Announcement**

**Effective immediately, Connecticut Student Loan Foundation will only accept requests from the Director of Financial Aid or his/her designee (with written authorization) for CSLF to make procedural changes, which affect the current processing method of an institution.**

Please carefully review the enclosed letter and authorization form. If you have any questions, please do not hesitate to contact your Academic Services Representative at (800) 237-9721.



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## School Change – Authorization Form

CSLF Student Loan Foundation (CSLF) requires that the Director of Financial Aid authorize all loan procedural changes requested by your institution. If you wish to authorize another individual within your institution to make these changes, you may do so by completing the information listed below.

School Name:	School Code:
School Address:	
School Telephone:	

I request that the following individual be authorized to make any procedural changes on my behalf.

Name and Title of Authorized Individual:	
Phone Number:	

Director of Financial Aid Signature:	
Printed Name:	Date:
Phone Number:	

***Please Return This Form To:***  
 CSLF Student Loan Foundation  
 Attn: Academic Services Department  
 525 Brook Street / P.O. Box 1009  
 Rocky Hill, CT 06067  
 Telephone: (800) 237-9721  
 Fax: (860) 563-3247

**Please Note:** Personnel changes within the office will require the completion of a new authorization form. This policy will NOT affect the daily loan processing operations within your office. All office personnel may continue to contact our office for guarantee, lending and servicing inquiries and changes.