



Dear New Employee:

Welcome to Eastern Washington University. As you begin your employment at the University we want to provide you with important information regarding the Public Service Loan Forgiveness (PSLF) Program. In response to the student loan debt crisis facing the country, in March 2022 the Washington State Legislature passed legislation to raise awareness and remove barriers for public service employees to access the PSLF Program (RCW 28B.77.099, RCW 43.41.425, RCW 41.04.045, and RCW 41.04.055). This document is to notify you about the PSLF Program. If you are employed by a U.S. federal, state, local, or tribal government or not-for-profit organization, such as EWU, you may be eligible for the Public Service Loan Forgiveness Program. The PSLF Program forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments under a qualifying repayment plan while working full-time for a qualifying employer (EWU). We are helping employees access the program by providing information to help those who are interested to complete the employment certification part of the PSLF form using the PSLF Help Tool.

The U.S. Department of Education's office of Federal Student Aid (FSA) created the PSLF Help Tool for those pursuing Public Service Loan Forgiveness (PSLF). The [PSLF Help Tool](#) provides information and instructions for employees on how to initiate the employment certification process. Employees and employers will be able to digitally sign the PSLF Form using DocuSign, an encrypted authentication process. DocuSign will allow you to send your form to EWU Human Resources Office at hr@ewu.edu for certification and electronic signature. We will certify your form within ten business days. After we certify, the form is then automatically submitted to the PSLF servicer for processing.

If you have questions about the PSLF Help Tool or FSA's DocuSign feature, please submit a [Student Loan Questions and Complaints Form](#). This form will be routed to the Office of the Washington Student Loan Advocate for assistance.

NOTE: You must know your exact start and end dates of employment at EWU in order for us to certify your form. If you do not know these dates, contact HR at hr@ewu.edu.

For more information on the Public Service Loan Forgiveness (PSLF) Program and to find out if you qualify, go here: [Public Service Loan Forgiveness | Federal Student Aid](#).

Sincerely,
EWU Human Resources Office