



State of Wisconsin
Higher Educational Aids Board

Scott Walker
Governor

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John Reinemann
Executive Secretary

**JOHN R. JUSTICE STUDENT LOAN REPAYMENT PROGRAM
APPLICATION CHECKLIST**

YOUR NAME MUST BE ON EVERY PAGE OF EVERY DOCUMENT YOU SUBMIT.

Submit the completed John R. Justice Student Loan Repayment Program (JRJ) application via email per instructions on the application form.

Submit the following via US Mail to the address listed below (keep copies for your records):

- Completed JRJ application (same as emailed version) with your signature.
- Employment Verification Form with applicant and employer signatures.
- National Student Loan Data System (NSLDS) verification for each education loan listed in Section 4 of the application. This form may be scanned and emailed to tegans.mcgillivray@wi.gov, or faxed to (608)267-2808.

Please note: The Sample Service Agreement is available on the HEAB website for applicants to reference. Applicants, who are selected to receive a FY15 and/or and FY16 John R Justice award, will be required to complete a service agreement at the time the John R Justice award is accepted. First time awardees will be required to complete the initial three-year service agreement. Awardees, whose initial three-year agreement has not yet expired, will be asked to complete an Acknowledgement of Benefit. And, awardees, who have completed the initial three-year service agreement, will be asked to complete a Secondary Term of Service.

The remaining items must be submitted, if applicable (keep copies for your records):

- If you are eligible to receive loan repayment assistance from another source, provide an explanation, including the amount of assistance, by mail, or scanned in to a PDF and emailed to tegans.mcgillivray@wi.gov, or faxed to (608)267-2808.
- Detailed information, including supporting documentation, of exceptional financial circumstances, if applicable, as explained in Section 6 of the application. This may be submitted by mail, or saved as a word document or PDF and emailed to tegans.mcgillivray@wi.gov.
- Previous Employment Verification Form(s), with applicant and employer signature, by mail to the address below. This form is only required if the applicant has been in their current position for less than two years and their previous employment also met the definition of qualified employment for the John R Justice program.

MAILING ADDRESS: JRJ STUDENT LOAN REPAYMENT PROGRAM
HEAB
PO BOX 7885
MADISON, WI 53707-7885