

# Beal College 99 Farm Rd, Bangor Me 04401

LDA:	WITHDRAWAL DATE DETERMINED:	DIRECTOR OF FA VERIFIED (signature):	EMPOWER UPDATED (signature):	LA RECEIVED DATE:
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## CONTACT SHEET

Please Print and Complete All Blanks

STUDENT NAME: (FULL NAME – FIRST, MIDDLE, LAST)		SSN:	
STUDENT MAIDEN NAME: (if applicable)		DRIVERS LICENSE NUMBER	
<b>NO POST OFFICE BOXES</b>			
PHYSICAL ADDRESS:	CITY:	STATE:	ZIP:
MAILING ADDRESS:	CITY:	STATE:	ZIP:
HOME TELEPHONE NUMBER:	CELL NUMBER:		
WORK TELEPHONE NUMBER:	EMAIL ADDRESS:		
NAME OF EMPLOYER:	DATE HIRED: END DATE:		

**List FIVE References with Different Address/Telephone Numbers (Reference must be over 18 Years of Age)**

REFERENCE NAME	Reference Relationship	Physical Address	City/State/Zip	Telephone Number with/Area Code.

**List THREE People you would like to invite to your graduation ceremony.**

NAME	RELATIONSHIP	ADDRESS	CITY/STATE/ZIP	TELEPHONE NUMBER W/ AREA CODE

I certify that the information I provided to Beal College on this page to be true. I authorize any organization or person, whether or not listed on this document, to provide or verify information to the college regarding my credit worthiness, address and telephone number of my residence or place of employment and any information regarding student loans, loan payments, deferments, delinquencies, loan consolidations or any other student loan information requested by the college, including information regarding consolidated loans even if one or more or none of the consolidated loans were not obtained through to attend the college. I hereby release Beal College and any organizations (including, but not limited to banks, financial institutions, student loan service agencies, guarantee agencies, the Federal Department of Education, credit bureau, etc.) or individuals from any liability for exchanging such information or providing such information to third parties.

Signature of Beal Representative reviewing the above information	Information Supplied by	Student Signature
_____	Date _____	_____

## ON THE BACK OF THE CONTACT SHEET

### Why does the educational institution request references?

#### 1. In Case of Emergency:

In the event of any emergency, the educational institution will contact one of your references. If we are unable to successfully locate you, we will contact one of your references in an attempt to get important information delivered. Please be sure to list references that you will maintain a relationship with during your enrollment at the school and after you have graduated.

#### 2. Invitation Requests:

Graduation is an accomplishment to be shared with the people most important in your life. The educational institution wants to be sure that these important people have the opportunity to share in your success by either attending the graduation ceremony or by simply being aware of the date and time of the event.

#### 3. Loan Assistance after Graduation:

The educational institution has a dedicated team of Loan Assistance advisors prepared to assist you with your student loan obligations after your attendance at the educational institution. Please provide your current or future permanent physical address on the Contact Sheet so your Loan Advisor can assist you in maintaining or reestablishing good financial literacy and credit ratings by successfully fulfilling your debt obligations after school.

#### 4. Student Loan Counseling requirements:

“Before making the first disbursement of a loan to a Direct Subsidized or Unsubsidized Loan borrower, a school must ensure that the student has received entrance counseling.”

**Federal regulation states:**

(xiii) **Require the student borrower to provide current information concerning name, address, social security number, references, and driver’s license number and State of issuance, as well as the student borrower’s expected permanent address, the address of the student borrower’s next of kin, and the name and address of the student borrower’s expected employer (if known).**

The personal and contact information collected at the time of exit counseling must be provided to the student’s loan servicer. A student authorizes his or her school to release information to lenders as part of the promissory note the student signs as part of the loan application process.

According to the 2010/2011 Department of Education Federal Student Aid Handbook, Volume 2, Chapter 6.

**Important: Providing accurate and legible references is a requirement of Loan Counseling and to your benefit in the areas mentioned above. The references provided hold no responsibility and have no obligation (except in the case of a Parent PLUS Loan) in repayment of any student loans borrowed in your name.**