Request for Partial Cancellation for Ministry Service

Luther Seminary Mourer Loan Program

Instructions for Completion: Upon completion of each year of service, the borrower should complete Section I, have employer complete Section II and return form to Luther Seminary at the following address:

Luther Seminary
Attention: Office of Financial Aid
2481 Como Avenue
St. Paul, MN 55108

Section I – To be completed by the borrower:

Name:_____ SSN:_____

Address:_____

City:_____ State:_____ Zip:_____

Work phone:_____ Home phone:_____

Email Address:_____

Job Title: _____

Dates of service (for current year request) beginning: _____

ending: _____

Employing institution: _____

I declare that I was employed in a ministry position for the above dates listed and that the above information is accurate.

Signature of borrower: _____ Date: _____

Section II – Employer Certification:

I certify that the borrower's declaration of service, dates and description of his/her duties is true and correct.

Name/Title (print): _____

Signature/Date: _____

Address: _____

City:_____ State: _____ Zip:_____

Phone: _____ Email: _____

Section III – Completed by Luther Seminary

Amount Cancelled	Percent	Disapproved/Reason	Approving official
Principal: _____	_____ 1st year 10% _____ 2nd year 10% _____ 3rd year 10% _____ 4th year 10 % _____ 5th year 10%		

University Account Service notified? Date:_____