



## VICE ADMIRAL E. P. TRAVERS LOAN PROGRAM 2012-2013 INSTRUCTIONS AND APPLICATION DEADLINE: (Closed)

The Vice Admiral E.P. Travers Loan Program was named after the Society's eleventh President.

### Eligibility requirements:

- Be the child of active duty or retired Sailor or Marine (includes reservists while serving on active duty over 90 days)
- Be a spouse of active duty Sailor or Marine
- Be enrolled as a full time student during the entire academic year (AY), pursuing a first undergraduate degree at a post secondary, technical, or vocational institution that participates in the US Department of Education Title IV financial aid programs (an accredited institution)
- Maintain 2.0 or better GPA on a 4.0 grade scale
- Demonstrate financial need

### Program details:

- No-interest loans range from \$500 to \$3,000 per academic year
- Dead line is April 1<sup>st</sup> of each academic year (AY)
- Funds are sent directly to the school
- Funds may be use to pay for tuition, books, fees, room, and board
- A new Travers Loan application is required for each academic year
- Loans will be repaid by military payroll allotment within 24 months of the loan disbursal.

### Application Process:

**NOTE: All application and supporting documents are due by April 1<sup>st</sup>, except the SAR which is due May 1<sup>st</sup>.**

**Step 1: Complete and submit an application** located at the end of these instructions. Be sure to read instructions carefully before submitting.

**Step 2: Submit an official copy of all transcripts**

- a. If the applicant will be a college freshman (never attended college before), we will need high school transcripts
- b. If the applicant is currently in a college/university/vocational send the official transcripts of all college credit courses

**Step 3: Include the supporting documents**

- a. If the applicant is a child or spouse of an active duty Sailors Marine, submit a Certificate of Service letter signed by the command that includes the service members active duty end of service date (EOS)
- b. If the applicant is a child of a retired Sailor or Marine, submit a copy of DD 214

**Step 4: Complete the Free Application for Federal Student Aid (FAFSA)**

The FAFSA is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) . Submit the FAFSA application to the processing organization in the FAFSA instructions, NOT to NMCRS. NOTE: *Processing the FAFSA may take as long as six weeks so plan accordingly.*

**Step 5: Print and submit the Student Aid Report (SAR) portion of the FAFSA.**

Once the FAFSA has been processed, the 2012-2013 SAR can be downloaded and printed. For more information on the SAR please see below **SAR Instructions**.

**Step 6: A Final Check:**

- NMCRS Application Completed – sent to NMCRS
- Official Transcripts requested from school to be sent to NMCRS
- Supporting documents included - Certificate of Service Letter or copy of DD 214
- FAFSA completed and Student Aid Report (SAR) sent to NMCRS

## STUDENT AID REPORT (SAR) INSTRUCTIONS:

The SAR provides the Expected Family Contribution (EFC) number that is used to determine your need for financial assistance.

After you submit the FAFSA, you will receive an email within 3 to 5 days with instructions on how to access an online copy of your Student Aid Report (SAR) which will include your Expected Family Contribution (EFC). *If you do not provide a valid email address on your FAFSA application, your SAR will be mailed to you within 7 to 10 days.* You can also retrieve the SAR by clicking **View Processed Information** on the FAFSA website.

The EFC number will appear at the top of the SAR. The SAR will not be accepted if the EFC number is left blank or filled with an \*. If your FAFSA application is incomplete, your SAR will not include an EFC, but will display text that specifies any issues that need to be resolved. Resolve all issues before submitting the SAR to NMCRS.

**PLEASE NOTE:** We require the **COMPLETE** Student Aid Report (SAR) and will not accept a SAR that does not include ALL pages. **Do not send the FAFSA confirmation or acknowledgement pages.**

The SAR is due at NMCRS HQ by **May 1<sup>st</sup> of each academic year.** Print the PDF version and mail it to NMCRS.

---

---

### **ALL DOCUMENTS MUST BE SUBMITTED BY MAIL.**

- **APPLICATION IS DUE AT NMCRS HQ BY APRIL 1<sup>ST</sup> OF THE APPLICABLE ACADEMIC YEAR**
- **SAR IS DUE AT NMCRS HQ BY MAY 1<sup>ST</sup> OF THE APPLICABLE ACADEMIC YEAR**

#### MAIL TO:

Navy-Marine Corps Relief Society  
Education Division  
875 N. Randolph St, Suite 225  
Arlington VA 22203

**PLEASE NOTE:** NMCRS assumes no responsibility for applications or supporting documentation not received by this office OR not received in a timely manner. This includes items mailed to this address with insufficient postage and subsequently returned to the applicant by the postal service. All correspondence from NMCRS to the student will be sent to the mailing address or email address listed on the application, unless a change is received in writing to the contrary. We assume no responsibility for letters or emails from NMCRS not delivered due to change of address or email. All changes to information furnished to HQ, NMCRS must be submitted in writing.

**Any further questions or concerns:**

**[education@nmcrs.org](mailto:education@nmcrs.org)**

**Education Division 703.696.4960**

**Please scroll to next page for the application**



**Vice Admiral E.P. Travers Loan Program  
Eligibility Application for August 2012 – May 2013  
Deadline: (Closed)**

**A. STUDENT INFORMATION:**

Eligibility Category (check one)

- I am an unmarried child of an active duty Sailor or Marine
- I am an unmarried child of a Navy or Marine reservist on extended active duty (over 30 days)
- I am an unmarried child of a retired Sailor or Marine
- I am the spouse of an active duty Sailor, Marine or a reservist on extended active duty,  
*Living within the 50 United States*

Name (Please print): \_\_\_\_\_  
(Last/First/MI)  
SSN: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Email: \_\_\_\_\_  
Name of college/university I will be attending: \_\_\_\_\_  
What year of undergraduate (Freshman, Sophomore, Junior, Senior): \_\_\_\_\_  
Major course of study: (enter "undeclared" if unknown): \_\_\_\_\_  
Estimated college graduation date (MM/YY): \_\_\_\_\_

**Student Certification:** I am/will be a full-time undergraduate student. The information above and documentation attached is complete and correct to the best of my knowledge. I understand that falsification of information or failure to provide the required documentation may result in the revocation of any loan awarded.

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_

**B. SERVICE MEMBER INFORMATION:**

Name(Please print): \_\_\_\_\_  
(Last/First/MI)  
SSN: \_\_\_\_\_ Branch of Service:  USN  USMC Rank \_\_\_\_\_ Pay Grade: \_\_\_\_\_  
EAS date for Active Duty: \_\_\_\_\_ Retirement date for Retiree: \_\_\_\_\_  
Email address for receiving notification of award letters: \_\_\_\_\_  
Address of Service Member: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Service Member Certification:** The student identified on this application is my dependent. The above information is complete and accurate to the best of my knowledge. I understand that falsification of information or failure to provide documentation may result in the revocation of any loan awarded.

(If spouse is signing for deployed service member, a copy of the Power of Attorney must be attached.)

**If this application is incomplete, it will not be processed even if received by April 1.**

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicants who meet the NMCRS requirements will be notified of their eligibility for a loan in early July. Loan award Letters are emailed to the student and service member.