

REQUEST TO CONVERT AN AER LOAN TO A GRANT

For use of this form see the AER Section Reference Manual

SECTION A (Individual Informaton)

1. Name (Last, First, MI)	2. Rank	3. AER Client ID	4. DOD ID #
5. Applicant's name and relationship (if other than Soldier or Retiree)			6. Reason for Request Hardship Death
7. Mailing Address	8. Email Address:		9. Phone
10. Date of ETS: ____/____/_____ M M D D Y Y Y Y	11. Component: Regular Army USAR ARNG Retired		

SECTION B (Loan Information) (If application includes more than one loan attach separate sheet of paper with additional loan information.)

12. Original Total Amount of Loan \$	13. Current Balance Due \$	14. Date of Original Loan ____/____/_____ M M D D Y Y Y Y	15. Amount requested to be written off \$
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SECTION C (Justification for Request)

16. Justification for request (Include dates and details of the specific facts and circumstances causing the situation and attach supporting documentation. Use a continuation sheet if necessary):

SECTION D (Applicant Certification)

17a. I hereby authorize the Department of the Army to supply and requested information contained in my official Army personnel and pay files in connection with this request. I further authorize the Department of the Army, or any agency, to supply my latest home address, and/or official military address to AER whenever requested. I further understand AER is an independent private entity, not part of the U.S. Government. This application form, therefore, is not subject to the privacy Act (5 U.S.C. 552A). Information provided on this application, in some cases, will be provided by AER to the Army to determine eligibility for and administration of financial assistance. I certify the information provided on this application is complete, true and correct.

17b. Printed Name	17c. Signature	17d. Date:
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SECTION E (AER Officer) This section is completed by the AER Officer

18a. I have reviewed the Soldier's request to adjust their AER loan balance for hardship reasons and recommend:
(Indicate reason for approval or disapproval recommendation on a separate page if needed): Approval Disapproval

18b. Printed Name	18c. Signature	18d. Date:
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SECTION F (For HQ AER Use Only)

19a. Date received by HQ AER		
19b. I have reviewed the Soldier's request to adjust their AER loan balance for hardship reasons and recommend: (Indicate reason for approval or disapproval recommendation on a separate page if needed): Approval Disapproval		
19c. HQ Representative	19d. Signature	19e. Date: