

## Instructions and Checklist for the Short Term Loan Application

**Please initial that you have completed the following steps:**

- \_\_\_\_\_ I have read the Short Term Loan Program Information from the [SAS website](#) or I have picked up and read the Information in person at Student Account Services.
- \_\_\_\_\_ Filled out all sections on the Short Term Loan Application that are to be completed by the student. The Short Term Loan Application is a (3) page document and is part of this packet.
- \_\_\_\_\_ Attach all documents required that relate to your repayment source to the loan application. (e.g. Financial Aid award/referral or Paycheck stub)
- \_\_\_\_\_ Verify that you are enrolled in the minimum number of units required to receive a Short Term Loan. They must be updated on the WebPortal.
- \_\_\_\_\_ Verify that you don't have any past due debts with the University.

**If you are applying in the Summer and have no units for the Summer semester, answer the following questions:**

How many units did you have in the previous Spring semester? \_\_\_\_\_

How many units are you planning to take in the next Fall semester? \_\_\_\_\_

**If you are applying in the Winter Break and have no units, answer the following questions:**

How many units did you have in the previous Fall semester? \_\_\_\_\_

How many units are you planning to take in the next Spring semester? \_\_\_\_\_

After you have completed the steps listed above, bring the completed application **in-person** (no faxed copies will be accepted) and all documentation to Student Account Services - Student Services West Room 2536. You will need to provide your Red ID card when turning in your application.

Please note that missing information and documentation will cause delays in the Short Term Loan approval process.



**Student Account Services - Short Term Loan Application****Reference Information (to be completed by the student)**

Employer: Company Name &amp; Phone #: \_\_\_\_\_ ( ) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Parent or Nearest Relative's Full Name &amp; Phone #: \_\_\_\_\_ ( ) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Other Reference's Full Name &amp; Phone # (Another Household): \_\_\_\_\_ ( ) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code**Short Term Loan Terms and Agreement: (to be read and signed by the student)**

I understand and agree that this is a binding contract requiring repayment of an educational loan, a form of financial aid assistance. I hereby certify that, to the best of my knowledge, all information furnished on this application is complete and accurate. I agree to pay a \$15.00 service charge as a part of this Short Term Loan. I understand that I am required to notify the University Collections office of all address changes and agree to provide any additional documents requested in support of this application until the loan is completely paid in full. I recognize that my failure to repay this loan on time may result in this institution withholding all services from me, the assessment of late charges, and interest at 10% per annum on delinquent amounts owing. I authorize the University Disbursements Office to deduct any amounts owing from my Financial Aid award to repay the Short Term Loan, if applicable. I consent to the release of information concerning this extension of credit when necessary to collect a delinquent payment. Upon such delinquency this information may be released to credit bureaus and other entities reasonably necessary to aid in the collection of the delinquent repayment. I understand that this debt could be referred to collection agencies and that I will be responsible for all attorneys' fees and other reasonable collection costs.

\_\_\_\_\_  
Signature of Applicant\_\_\_\_\_  
Date**For Office Use Only:**

Date Application Received: \_\_\_\_\_ Approved / Denied Date: \_\_\_\_\_

Reason for Denial \_\_\_\_\_

Signature of Approver: \_\_\_\_\_

Loan Fund Used: \_\_\_\_\_ Loan Amount: \_\_\_\_\_

Comments: \_\_\_\_\_