

**LOAN APPLICATION**

Appointment Time \_\_\_\_\_  
Date \_\_\_\_\_

Emergency Loan  
\$300 maximum

Short-Term Loan  
\$301 +

Assistant Loan  
Maximum (see Terms & Conditions)  
Dept. to complete verification (below)

Full Legal Name \_\_\_\_\_ Student I.D. #. \_\_\_\_\_  
Date of Birth \_\_\_\_\_

*Last First Middle*  
Local Address \_\_\_\_\_ Permanent Address (if different) \_\_\_\_\_  
*Street Apt. # Street Apt. #*  
*City State Zip City State Zip*  
Telephone ( ) \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

*The following information helps us select the appropriate loan fund from which to issue your loan.*

Your major \_\_\_\_\_ College: (circle one) A & ES Engr. L & S Teaching Credential  
Unit Load \_\_\_\_\_ Class level: Fr Soph Jr. Sr. Grad Expected Graduation Date: \_\_\_\_\_  
Have you been a member of Phi Beta Kappa? \_\_Yes \_\_No Are you an International Student? \_\_Yes \_\_No

References: List two relatives (at least one parent) at different addresses. (Not your local address, no roommates.)

Name	Relationship	Street	City	State	Zip	( )	Telephone
Name	Relationship	Street	City	State	Zip	( )	Telephone

Total Amount requested \$ \_\_\_\_\_

Acct. Balance:	Office Use Only
Fees:	Check: Misc.

Purpose of loan: (check any that apply)

Living Expenses     Books/Supplies     Registration Fees (EXCEPTION)

ID. TYPE: \_\_\_\_\_

Repayment Source: \_\_\_\_\_

Place of Employment: \_\_\_\_\_  
*Department/Business*

*Street address City State ZIP*

Supervisor's Name: \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Office Use Only	
HOLDS: _____	SAP: _____

**DEPARTMENTAL VERIFICATION: ASSISTANT LOAN**

\_\_\_\_ TA    \_\_\_\_ RA    \_\_\_\_ Associate Instructor    \_\_\_\_ Post-Graduate Researcher  
Date of Employment: Beginning \_\_\_\_\_ Ending \_\_\_\_\_ % Time \_\_\_\_\_  
Monthly Salary \$ \_\_\_\_\_ Department \_\_\_\_\_  
Is employee paid through UCD Payroll Office?    \_\_\_\_ Yes    \_\_\_\_ No

*Signature Print name Title Telephone*

LOAN # \_\_\_\_\_ FUND # \_\_\_\_\_ FUND NAME \_\_\_\_\_

**Office Use Only**

\_\_\_\_\_ Short-Term Loan          \_\_\_\_\_ Emergency Loan          \_\_\_\_\_ Assistant Loan

Amount approved \$ \_\_\_\_\_ Total Due Date \_\_\_\_\_ Processor \_\_\_\_\_

Repaymentschedule:

Date	Amount	Date	Amount
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

Financial Aid Officer's Approval/Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FIRST READ THE ATTACHED "LOAN TERMS AND CONDITIONS,"  
THEN READ THE FOLLOWING AND SIGN BELOW.**

I have read the loan program information and I understand the terms and conditions as stated.

I understand that if I do not make payment as scheduled I could be dropped from classes and a hold will be placed on my transcripts and/or diploma until the loan is paid-in-full.

I affirm that I will use the money for educationally-related expenses.

I agree to answer promptly all communications concerning my loan obligation; and I will inform the Student Accounting Office, 2100 Dutton Hall, about any change in my address while any portion of my loan is unpaid.

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

# LOAN TERMS & CONDITIONS

## EMERGENCY LOANS (ESL)

- Maximum is \$300
- Fees must be paid before applying for an ESL.
- Due within 30 days.
- During summer session, students must be registered for the session in which they are requesting the loan.
- Not available during quarter breaks.

## SHORT-TERM LOANS (STL)

- Maximum is \$300 based on eligibility
- Fees must be paid before applying for a STL.
- Based on eligibility, more than \$300 may be borrowed if your financial aid is delayed.
- Repayment must begin in the quarter the loan is issued.
- Repayment schedules vary according to the source of repayment.

## ASSISTANT LOANS (AL)

- Maximum is salary for one month; maximum may be higher if need is for non-resident fees.
- Teaching Assistants, Research Assistants, Associate Instructors, and Post-Graduate Researchers are eligible.
- Maximum repayment period is six months, the end of the academic year, or graduation, whichever comes first.

## YOU ARE **NOT** ELIGIBLE, IF:

- you are a student in the Concurrent or University Extension programs or on PELP.
- you have had a UC Davis STL, ESL, or AL referred to a collection agency.
- your financial aid was held to repay your last STL because you failed to pay as originally promised (you may not borrow a STL during the quarter that financial aid is held).
- you have a poor repayment record.
- you have not cleared all holds.
- you have an unpaid debt to the University from a prior year.

## IF YOU USE A SHORT-TERM OR ASSISTANT LOAN TO PAY FEES

- the STL Office will submit the loan forms to Student Accounting, where your loan will be applied to your UC Davis account. ***You must resolve any outstanding debts to the University before the loan can be used to pay fees.***

## ELIGIBILITY

- Available only to regularly enrolled UC Davis students or new students who have enrolled in classes.
- Available for educational purposes only.
- Not available to students within 30 days of graduation date or within 30 days of the end of the academic year.
- **STL cannot pay debts to the University accrued from a prior year.**

## HOW TO APPLY

- Obtain a Short-Term Loan application at the Financial Aid Office, 1100 Dutton Hall, or online at [financialaid.ucdavis.edu/faforms.htm](http://financialaid.ucdavis.edu/faforms.htm). Read and complete the application before the loan application review.
- Applications are reviewed 8:30 - 9:30 a.m., Monday through Friday, 1100 Dutton Hall.
- The application procedures vary slightly during the registration cycle of each quarter, check announcements on the Financial Aid web site: [financialaid.ucdavis.edu/announce.htm](http://financialaid.ucdavis.edu/announce.htm)

## WHAT YOU WILL NEED TO APPLY

- **Identification:**
  - A UC Davis photo identification.
  - A valid California I.D. or Driver's License.

## DOCUMENT YOUR SOURCE OF REPAYMENT

- If your source of repayment is:
  - your parents**, you must obtain a signed statement from your parents with their contact information (to be explained during your appointment).
  - a job**, bring a completed Job Verification Form with you. Job verification forms are available online at [financialaid.ucdavis.edu/faforms.htm](http://financialaid.ucdavis.edu/faforms.htm) or at the Financial Aid Office.
  - VA Benefits**, bring a letter of verification from the Veteran's Affairs Office.
  - Financial aid**, if your financial aid package is incomplete, bring in your Student Aid Report (SAR). If we cannot determine your eligibility from the SAR, a Financial Aid Officer may need to approve your loan application.
- Bring receipts for any payment made on a STL or ESL within the last week.
- ***If you have made any late payments on a STL or ESL, you are not eligible.*** The STL program must wait three weeks for a personal check to clear (for payment of your last loan) before a new loan may be processed.

## IF YOU NEED ONE, A COSIGNER IS SOMEONE WHO:

- is over 18 years old.
- is willing to make each loan payment if you cannot.
- does not currently have a STL, ESL, or AL.
- is not your spouse.

## YOU **SHOULD** KNOW THAT

- failure to comply with the terms of the loan could result in your being dropped from classes.
- your parent or legal guardian must cosign if you are under 18.
- you may only borrow one STL, ESL, or AL at a time.
- law, med, or vet med students should apply at their respective schools.
- loans are not available within the last 30 days of the academic year.
- income tax refunds cannot be used as a source of repayment.

## AFTER YOUR LOAN IS APPROVED

- Your Short-Term Loan or Assistant Loan check should be ready at Student Accounting, 2100 Dutton Hall, after 2 p.m. on: \_\_\_\_\_ . Present your UC Davis photo identification to pick up the check.

If you are signed up for Direct Deposit services through the University (*directdeposit.ucdavis.edu*), your Short-Term or Assistant Loan funds will be deposited in your personal bank account within three days.

## TO RECEIVE YOUR CHECK OR VOUCHER

- **Emergency Loans:** At the time of your appointment you will receive a cash voucher from the Short-Term Loan Office. Redeem the voucher at the Cashier's Office, 1200 Dutton Hall.
- **Short-Term or Assistant Loans:** Checks are ready within 5 work days after the loan is completed and forms are signed. Loans for fees and other debts to the University are credited to the student's account the next work day. If you are signed up for Direct Deposit services through the University (*directdeposit.ucdavis.edu*), your Short-Term or Assistant Loan funds will be deposited in your personal bank account within three days.

## REPAYMENT PROCEDURES

### Short-Term and Emergency Loans

- Read the promissory note for specific information.
- Payments due on a weekend or holiday should be made on the last work day before the due date.
- Payments can be made in person at: *Cashier's Office, 1200 Dutton Hall, 9 a.m. - 4 p.m., Monday - Friday.*
- When paying by check, make it payable to UC Regents and write your student ID# on the check.
- Payments can be mailed to the Cashier's Office, UC Davis, One Shields Avenue, Davis, CA 95616-8549
- Emergency Student Loan repayments cannot be changed or rescheduled.
- If you have difficulty making a Short-Term Loan payment by the scheduled date, contact *Student Accounting, 2100 Dutton Hall, 9 a.m. - 4 p.m., Monday - Friday, at (530) 752-7793.*
- Keep the receipts for all loan payments. You may have to present them before obtaining another loan.

### Assistant Loans

- Payments are deducted from your payroll check.
- Review your pay stub or statement to make sure that the correct amount is deducted at the right time. Report any differences to Student Accounting.
- Repayments cannot be changed or rescheduled.

*The Financial Aid Office gratefully acknowledges the donations from ASUCD, the Cal Aggie Alumni Association, the Cal Aggie Foundation, The Regents of the University of California, and many private donors and organizations which make possible the Short-Term Loan Program.*