



SHORT TERM LOAN APPLICATION

APPLICATION MUST BE COMPLETE AND LEGIBLE

Please refer to back of application for short-term loan qualifications. Student must complete Student Data, Employment, References and Loan Sections **prior to personal interview.**

STUDENT DATA

Name _____ Social Security # _____
 Address _____ Driver's License or Calif. I.D. # _____
 City-State-Zip _____ Date of Birth _____
 Phone () _____ Are you a Financial Aid Student? Yes _____ No _____
 Today's Date _____

EMPLOYMENT (Check one): Student _____ Spouse _____ Parent _____

Employer Name	Address	City-State-Zip	Phone	Rate	Hours Week	Pay Dates

REFERENCES Must be three different addresses. Business not acceptable. NO STUDENT ADDRESSES.

Please give full name of city and state.

Name	Address	City-State-Zip	Phone

LOAN

Amount Requested	Purpose of Loan	Source of Repayment	Have you had a STL before?
			Yes No

SHORT TERM LOAN AGREEMENT (Read carefully before signing)

I, _____ promise to pay to the order of California State Polytechnic University, Pomona, the sum of \$ _____ plus a \$10 service charge on or before _____ in full lawful money to the United States of America. I also promise to pay the costs and charges including reasonable attorney's fees for the collection of any amount not paid when due according to the terms of this loan. I authorize deduction of any past due unpaid amount of this loan from money due me from the University. I understand that if I am more than 10 working days late in repaying the loan, I will not be eligible for another Short Term Loan for a period of one academic year from the date of repayment.

I understand that Title V, Article 11, Section 42381 of the Administrative Code of the State of California requires that the **University withhold all services to a student who has any outstanding debt to that institution**, therefore, the loan(s) of a student withdrawing from the University are payable immediately upon withdrawal.

I understand that there must be a minimum of **ten working days** between repayment of one emergency loan and application for another. I will be required to present my payment receipt for verification of repayment dates and amounts when applying for subsequent loans.

If I fail to make payment 10 working days or more after the due date, a DELINQUENCY CHARGE OF twenty dollars (\$20.00) will be assessed.

Your Short Term Loan Check can be picked up in Student Accounting Services, CLA B1-113 (after 3:00 pm) on _____. Check will be cancelled 5 working days from date available.

Signature of Student		Date	
For Office Use Only			
Cal Poly GPA	2.0 Undg _____ 3.0 Grad _____	Amt. Due _____	FA Status _____
() Loan approved	By _____	Date _____	Fees PD: Yes No
() Loan denied	Reason denied _____		Prior STL paid on time Yes No
Amount \$ _____ + \$10 service charge = Total repayment \$ _____		Date due _____	
Code 80: Yes No			
Parking Decal # _____		Check payable to: () student () student CPU	
Date processed in Accounting _____		By _____ Check Receipt# _____	

SHORT TERM LOAN (STL)

Policies and Procedures

Loan Amounts: Up to \$250 **OR** the exact amount of fees.

Eligibility: Must have a minimum Cal Poly GPA of 2.0 (graduates a minimum of 3.0).

Must have a source of repayment. Some forms of financial aid are not acceptable sources. If parents or spouse will be used as a source of repayment, then list their employment in the employment section of the application.

Must **NOT OWE ANY FINANCIAL OBLIGATIONS** to the University. There is a minimum waiting period of ten (10) working days between repayment of one Short Term Loan and the request for another Short Term Loan.

MUST NOT BE A RECIPIENT OF ANY FORM OF FINANCIAL AID DURING THE QUARTER.

**Application
Process:**

STEPS:

- (1) Complete a loan application and submit it to Student Accounts Services during the loan processing hours.
- (2) A personal interview is required to approve the loan.
- (3) If a loan is for **books/supplies**, you will be notified of check availability during interview. To pick up your check, you will need your Cal Poly ID or driver's license.
- (4) If the loan is for fees, then Short Term Loan applications will be accepted and processed until pre/late-registration due dates. After late registration has ended, any fees still owed will not be paid with a Short Term Loan.

Loan Fees: All loans are subject to a \$10 service fee.

All loans are subject to a \$20 late charge if paid late.

Registration: Due to limited funds, tuition and fees for non-resident/duplicate degree students, **cannot** be covered.

Short Term Loans cannot be used to pay balance of fees if student has opted to use the "installment plan".

Repayment: You will be informed during the interview of the exact date the loan repayment is due. Ten (10) working days is given before a \$20 late fee will be charged. If you allow your loan to become delinquent, you will not be eligible for another Short Term Loan for a period of one academic year from the date of repayment.

Loans are repaid at the Cashier's Office (CLA B1-113). Partial payments can be made prior to the due date of the loan.

PLEASE NOTE: Loan processing is cut off approximately 30 days prior to the end of the quarter which allows a 30 day repayment period for the last loans processed.

Short Term Loan checks will be cancelled 5 days after the date it is available if not picked up by the student.