

2011-2012 Short -Term/Emergency Loan Promissory Note page 1

Name: _____ Student ID Number: **A** _____
(Last) (First) (MI)

Address: _____
(Street Address) (City) (State) (Zip)

Phone: _____ Email Address: _____ **Are you an International Student?**
(Include area code) (Use your preferred email address) **Y or N**

Amount Requested: (Approval time: 2 or 3 working days.)

Cash: \$ _____ (\$400Max) How will you repay this loan: _____

Apply No Later Than 2 weeks before the end of the quarter.

Purpose: The Short-Term Loan allows students to borrow up to \$400 cash one time per quarter when life circumstances prohibit them from having funds to cover costs associated with attending school. This loan cannot be used for living costs between quarters.

Fees: \$15.00 Origination Fee and \$2.00 Service Fee for a total of \$17.00.

Repayment: This loan is due 30 days from the date the loan is made or by the end of the quarter for which the loan is made, whichever date occurs first. Loans that are not paid within 30 days of the due date of the loan will be subject to a 1% late fee per month. In accordance with Washington State law all unpaid accounts 90 days or more past due may be referred to a collection agency and you will be responsible for collection fees, court fees, interest, and attorney fees in addition to the original debt. **Please note that if financial aid does not cover your short-term loan, you are still responsible for the charges on your account.**

End of Quarter Dates: (Circle one date)

Fall Quarter: December 16, 2011 Winter Quarter: March 23, 2012 Spring Quarter: June 16, 2012

Read the following statements and check the box to show you agree with the conditions of this short term loan.

- I agree to pay this loan in full by the due date. If I fail to repay this loan by the stated due date, a hold will be placed on my account which will prevent me from registering for future quarters. My future Short-Term Loan borrowing privileges will also be affected.
- I agree to pay all reasonable costs of collection, including collection fees, court fees, interest and attorney's fees if I fail to fulfill the conditions of this loan as stated under the "Repayment" section of this note.
- I agree that in the event I withdraw from school this loan becomes payable immediately and that any credit balance in my student account will be applied to the remaining unpaid balance of this loan, plus interest and service charges.
- I agree that any financial aid funds received AFTER this loan is approved must be credited against the balance of this loan before I receive any of those funds. I also understand that I am responsible for repaying this loan with personal resources if I disclose that I will use Financial Aid as the source of repayment and it is determined that I do not have Financial Aid or I am not eligible to receive Financial Aid. Financial Aid from a future quarter or academic year cannot be used as a source of repayment.
- I agree that I am responsible for determining if my request has been approved and that I can do this by checking my student account at my.evergreen.edu or by calling the Financial Aid Office.

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Read the following eligibility criteria and check the box to show that you meet the criteria.

This loan will not be approved if you do not meet each of the criteria. You have the opportunity to request “special consideration” in lieu of one or more of these criteria by writing an explanation in the area provided below. Requesting special consideration does not guarantee approval of this loan.

- I am not in default or overpayment for any of the federal loan and/or grant programs.
- I do not have any unpaid prior quarter charges showing on my student account at this time. If you do have unpaid prior quarter charges, you are not eligible for this loan until those charges are paid in full.
- I do not have a current Short-Term Loan outstanding.
- I am not requesting this money to pay off charges associated with TESC housing, library books, media loan equipment or other past due charges.
- I am either registered for the quarter in which I am requesting this loan or understand that this loan will not be processed until I am registered.
- I will provide two completely separate references in the space below. Name, address and phone number must be included for both references. Reference #1 preferably should be a parent or legal guardian (if living). Reference #2 should be another relative or friend that does not have an Evergreen address.

Reference #1	Reference #2 (address must be different than #1)
Name: _____	Name: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Phone: (_____) _____	Phone: (_____) _____
Relationship to Borrower: _____	Relationship to Borrower: _____

If you have signed up for E-Refund, the loan will be deposited into your bank account.

If you are **not** signed up for E-Refund, your paper check will be mailed.

You may request that your paper check be held for pickup at the Cashier by checking the box at the end.
 Checks not picked up in 2 days will be mailed.

I agree to all of the terms and conditions outlined within this Short-Term Loan Promissory Note:

Student
Signature
Date

Special Arrangement Section: Use this section of the Short-Term Loan Promissory Note to ask that special consideration be made for this loan request. Please explain your circumstance as clearly and concisely as possible. A decision regarding the approval/denial of your loan will be made by a Financial Aid Professional. This person may call you for clarification.

Office Use Only: Approved: _____ Denied: _____ ACT: _____ SST: _____

Action: _____