

Short-Term Loan Promissory Note

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

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

***I give Student Accounts permission to change my mailing address if the address I list above is different from the address I currently have listed. A response is required: ___ Agree ___ Disagree (check one)**

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 – especially at the beginning of each quarter.)

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

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 date of the loan will be subject to a 1% late fee per month. In accordance to 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.

End of Quarter Dates: (Circle one date)

Fall Quarter: November 30, 2009 Winter Quarter: February 26, 2010 Spring Quarter: May 28, 2010

Please read the following statements and check the box next to each to show that you agree with the conditions of this short term loan. Use blue or black ink on this Promissory Note.

- 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 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.

(Continued On Back)

Short Term Loan

Please read the following eligibility criteria and check the box next to each to show that you meet each of these. This loan will not be approved if you do not meet all 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 a TESC 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: _____

By signing this Short-Term Promissory Note I agree to all of the terms and conditions outlined within this note.

Student Signature

Date Signed

Special Arrangement Section: Please use this section of the Short-Term Promissory Note if you are asking 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. It is likely that this person will call you to discuss.

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