

Student Name: \_\_\_\_\_  
Student ID #: \_\_\_\_\_



UNIVERSITY OF COLORADO  
AT COLORADO SPRINGS

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**Office of Financial Aid/Student Employment**  
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## **Book / Emergency Short-term Loan Policy & Procedure**

Last Revised: 17 February 2006

### **Policy Statement**

The Office of Financial Aid/Student Employment will approve short-term loans that will be issued by the Loan Administration Office. These loans are intended to be used by students in need of emergency financial assistance. These loans are temporary in nature and have a maximum repayment period of one (1) semester. Any enrolled student is eligible to take out a short-term loan. Short-term loans will be available one week before school starts unless the class is an interim course, in which case loans will be made available to interim students the day prior to their course beginning.

The amount of these loans cannot exceed five-hundred dollars (\$500) and only one (1) loan may be granted per semester. A service charge of five dollars (\$5.00) per one-hundred (\$100) loaned will be assessed by the Financial Aid Office and interest will accrue after maturity at the rate of one percent (1%) per month on the unpaid balance. A ten dollar (\$10.00) fine will be assessed for late payment.

If attendance at the University is discontinued, the loan will become due and payable. Any refunds due the borrower will be applied to the unpaid balance of the loan. The loan must be repaid before telephone or Student On-Line Center registration systems will allow registration for any future semester. Academic transcripts will be held on all past due loans.

**\*\*\* Please see opposite side of sheet, your signature is required for you to be considered for a short-term loan! \*\*\***

<b>Student Must Fill Out:</b>		
Please check if this loan is:	<b>Additional</b> short term loan this semester <input type="checkbox"/>	Requesting an <b>Amount Greater</b> than the \$500 maximum <input type="checkbox"/>
Amount Requested:		\$ _____
Reason for request:		

**All students requesting a short-term loan must sign this sheet. The student's signature certifies that the student has read and understands the policy, is agreeable to the terms set forth above, and understands that they will not be able to get an additional short term loan in the future.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name Printed

\_\_\_\_\_  
Student ID #

\_\_\_\_\_  
Financial Aid Counselor Signature

\_\_\_\_\_  
Date