



# Emergency Short-Term Loan Application

Academic Year

If you need assistance with completing this form, please call our office at 480-965-3355 or visit one of our office locations listed at [students.asu.edu/contact/financialaid](http://students.asu.edu/contact/financialaid).

**SECTION A: IDENTIFYING INFORMATION (MUST BE COMPLETED BY THE STUDENT. PLEASE PRINT CLEARLY.)**

Last Name		First Name		Middle I.	10-Digit ASU ID	9-Digit Campus ID
Local Street Address			City	State	Zip Code	Daytime Phone Number

**INSTRUCTIONS**

YOU MUST COMPLETE Section B, C, D and E below in black or blue ink. You must also meet the following eligibility requirements:

1. have current semester tuition/fees paid at ASU,
2. be enrolled at least half-time (6 hours for undergraduates and 5 hours for graduates) or on a Consortium Agreement,
3. be admitted to a degree seeking or certificate program,
4. must not be an Online ASU student as Online ASU students are **not** eligible for emergency short-term loans,
5. have a verifiable source of repayment, such as:
  - expected financial aid for the current semester,
  - employment (must attach a letter from employer on company letterhead),
  - co-signer (this form must be notarized and a letter from employer on company letterhead must be attached).

**SHORT TERM LOAN CONDITIONS**

- \$500 maximum per semester
- \$15 service charge
- Payment due within 30 days or at the end of the current semester, whichever comes first. All short term loans must be repaid by the end of the semester.

**Note:** if using financial aid as a source of repayment, it is the borrower's responsibility to confirm that the amount of the short term loan has been reduced from the financial aid refund.

**AVAILABILITY OF FUNDS**

If you apply before 2:30 PM, you can pick up your loan check at the Student Accounts Office after 10AM the next business day; otherwise, it will take two business days. Money will be disbursed in the Student Accounts Office. To see if funds are available for disbursement, check My ASU ([my.asu.edu/myfinances](http://my.asu.edu/myfinances)) before going to the Student Accounts Office.

**RETURN THIS FORM TO:** Student Financial Assistance, P.O. Box 870412, Tempe, AZ 85287-0412, unless otherwise instructed by a financial aid staff member. FedEx and UPS customers must send to: Student Services Building #203, Forest & Gammage Parkway, Tempe, AZ 85287.

**SECTION B: APPLICATION INFORMATION (PLEASE PRINT CLEARLY.)**

Requested Loan Amount \$		Social Security Number		Birth Date		Driver's License No. & State	
Repayment Source <input type="checkbox"/> Employment <input type="checkbox"/> Expected Financial Aid <input type="checkbox"/> Other:							
Permanent Street Address			City	State	Zip Code	Phone Number	
Name of Employer			Position		How Long Employed		
Employer Street Address			City	State	Zip Code	Employer Phone Number	
Name of Co-Signer or Parent (if dependent)							
Co-Signer or Parent Street Address			City	State	Zip Code	Phone Number	
Co-Signer's Social Security Number			Co-Signer's Employer				

**FOR OFFICE USE ONLY**

Application Decision <input type="checkbox"/> Approved <input type="checkbox"/> Denied			Delinquent Account <input type="checkbox"/> Yes <input type="checkbox"/> No			STL Delinquency <input type="checkbox"/> Yes <input type="checkbox"/> No	
Loan Amount \$			Service Charge Amount \$			Repayment Date	
Staff Initials	Date	E <input type="checkbox"/>	P <input type="checkbox"/>	Notes:			

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**SECTION C: FINANCIAL INFORMATION (PLEASE PRINT CLEARLY.)**

<b>Your Monthly Income</b>		<b>Amount Per Month</b>
Expected financial aid		\$
Work income		\$
Other, list sources:		\$
<b>Total Monthly Income</b>		<b>\$</b>

  

<b>Your Monthly Expenses</b>		<b>Amount Per Month</b>
Rent/mortgage		\$
Food		\$
Utilities		\$
Auto loan		\$
Credit cards		\$
<b>Total Monthly Expenses</b>		<b>\$</b>

**SECTION D: PERSONAL STATEMENT (MUST BE COMPLETED BY THE STUDENT. PLEASE PRINT CLEARLY.)**

**Purpose of this Loan (defined as totally unexpected and unplanned situation beyond the student's control)**

**SECTION E: CERTIFICATION AND SIGNATURE (MUST BE COMPLETED BY THE STUDENT.)**

**Certification:** I hereby certify of all the above information is true and correct to the best of my knowledge. I further understand that any false information given on this application is grounds for denial of the loan. By my signature I understand that I must repay Arizona State University, the sum of the Loan plus Service Charge, according to the terms of my application.

<b>Applicant's Signature</b>	<b>Date form was signed</b>
<b>Co-Signer's Signature (Must be notarized.)</b>	<b>Date form was signed</b>
<b>Notary Public Signature</b>	
<hr/> <b>Notary Public</b>	