



SACRAMENTO STATE

Short Term Book Loan

POLICIES AND INFORMATION

The purpose of the Short Term Book Loan is to offer funds specifically for books and supplies needed for academic success. The loan is interest free, and must be repaid within 60 days, or at the receipt of the first financial aid disbursement. Funds will be issued onto the student's OneCard to be used at the campus bookstore. Open University and CCE students are *not* eligible to apply. This loan is only available until census date of each semester.

Eligibility Requirements:

- Must be enrolled at least half-time;
- Have a verified means of repayment;
- Must have a valid OneCard
- Be in good financial standing with the University

Loan Amount:

The amount of the loan will be based upon the total needed for books and supplies not to exceed \$600.00. This is to be verified by a printout (from your class schedule textbook summary) of books needed that matches your class schedule, and/or showing required supplies/materials.

Loan Period:

Loans are made for a time period of sixty (60) days. If financial aid is disbursed prior to the due date, the loan will be paid by the financial aid disbursement. *Note:* Short Term Book Loans are due and payable upon withdrawal from the University.

Loan Based on Financial Aid:

If your loan approval is based on expected financial aid for the current semester, the borrower is still expected to repay the loan should a change in financial aid eligibility occur. The loan may not be paid from financial aid designated for a subsequent semester.

Loan Charges:

The money borrowed is interest free, but may incur a \$15 late charge fee if the loan is *not* paid by the due date.

Changes:

The borrower is responsible for notifying the Bursar's Office of any changes to the information provided on the application (name, address, phone number, etc.)



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If you meet the eligibility requirements listed on the first page of this document, please complete the below Application & Promissory note. Attach the printout of books needed, as indicated by your class schedule textbook summary (printer friendly page). Please note, the maximum loan amount is \$600.00. If approved, the loan funds will be disbursed to your OneCard Hornet Bucks Account within one business day.

APPLICATION & PROMISSORY NOTE

Name: _____ Student ID#: _____ Phone Number: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Reference Contact Name: _____ Reference Contact Phone Number: _____

Means of Repayment: Financial Aid Other: _____

Books and Supplies Needed: Attach printout from your class schedule textbook summary showing required books, supplies and materials.

STUDENT CERTIFICATION: (please initial)

_____ I, the undersigned, promise to repay the amount of this loan in full within 60 days from disbursement. If I do not pay the total amount of the loan by the due date, I agree to pay a \$15.00 late charge.

_____ I understand that if I receive any financial aid (including loans) on or before the due date, the loan will be deducted from those funds. In the event the loan is not deducted from my financial aid, I understand it is still my responsibility to repay the loan in full.

_____ I understand that if I withdraw from the University before the due date, the loan will become due upon my withdrawal date.

_____ I agree to keep the Bursar's Office informed of my correct address and contact number until the loan is paid in full.

_____ I further understand that failure to repay this loan in full by the due date may result in:

- A hold on my University records and services; including registration and release of official transcripts
- Referral to a third-party collection agency
- Submittal to the Franchise Tax Board for offset of any state refunds
- Ineligibility to receive future Short-Term Loans

I have read and understand the above conditions under which this loan may be granted.

Student Signature: _____ Date: _____

******* FOR BURSAR'S OFFICE USE ONLY *******

Advisors, please review the student's account and complete the following checklist:

- Review textbook summary to determine loan amount up to maximum of \$600.00
- Verify means of repayment and list below
 - Financial Aid:
Check that Financial Aid application is on file for current year and all documents have been received. Indicate total estimated/anticipated aid for current term \$_____
 - Other Income:
Type of Income: _____
Total anticipated income for next 60 days \$_____
- Confirm that student has not received Short Term Loan or Short Term Book Loan this semester
- Verify student's financial history is in good standing (no IPP defaults or rejected payments, etc.)

Approved _____ Date: _____

Denied _____ Date: _____

Bursar's staff, please initial after each step is completed.

_____ Funds Loaded onto OneCard (attach receipt)

_____ Debt Posted to Student Account

_____ Expenditure Transfer Request Sent to Accounting

Comments: _____

