



INSTRUCTIONS FOR COLUMBUS STATE UNIVERSITY SUMMER 2009 EMERGENCY LOAN

Please complete and submit all four pages of the Emergency Loan Application and Adjustable Promissory Note.

CAUTION: Both the borrower and co-signer signatures on the Adjustable Promissory Note must either be (1) witnessed by a member of Enrollment Services in University Hall (identification must be provided) or (2) notarized in the presence of a Notary Public prior to submission to Columbus State University.

Notice: The maximum loan amount is \$2050; minimum loan amount is \$285. This amount may not cover all of your Columbus State University charges. Any remaining balance must be paid, in full, by the posted payment deadline to prevent dropping of classes. Payment of a balance owed may be made at the Student Account Services window (first floor of University Hall) by check, cash, Visa, MasterCard or American Express.

After registering for classes, you may review your total charges on CougarNet at <http://cougarnet.colstate.edu>. Follow the Login instructions, then click on the Enrollment Services tab. In the Tuition & Fees window, click on Print Invoice/Bill.

**Originals of completed documents may be mailed to: Financial Aid Office,
Columbus State University, 4225 University Ave, Columbus, Ga. 31907.**

COLUMBUS STATE UNIVERSITY SUMMER 2009 EMERGENCY LOAN APPLICATION

Sponsored by: Jac. H. and Dora G. Rothschild Assistance Fund and CSU Foundation

PLEASE READ: The loan amount will automatically adjust based on additions or deletions to your class schedule, up to the \$2050 maximum amount. No loans will be made for May session only courses.

Maximum Amount: \$2050 toward institutional charges only, not to exceed unpaid balance (total charges minus total aid/payments for the term).

Application Deadline: June 8, 2009. A written appeal will be required with applications submitted after June 8, 2009. The applicant will be notified of the appeal decision by email to their colstate.edu email account within two business days.

Conditions of Eligibility:

Requirements for this loan are based on your class level and other factors. Please check **one** of the following categories to indicate whether you are an undergraduate student, graduate student, or entitled to special active-duty military exceptions and provide the listed information:

Undergraduate Student

Requires (1) a completed application, (2) a minimum 2.0 GPA*, and (3) a co-signer**.

Graduate Student

Requires (1) a completed application. The GPA requirement is waived due to graduate program requirements. A co-signer is not required.

Active-duty Military Soldier or Spouse

Active-duty military personnel

Requires (1) a completed application and (2) a minimum 2.0 GPA*. The co-signer requirement is waived. (ATTACH A COPY OF YOUR MILITARY ID TO THIS APPLICATION)

Spouse of active-duty military

Requires (1) a completed application, (2) a minimum 2.0 GPA*, and (3) a co-signer**.

*Minimum cumulative GPA in institutional and transfer coursework. There is no GPA requirement for students without prior CSU and transfer coursework or Graduate students.

** Co-signer must be employed full-time or receive a regular monthly income. The co-signer must not be the spouse of the borrower or a student enrolled at Columbus State University. Exception: The spouse of active duty military personnel may use their military spouse as a co-signer.

Borrower must not have previously been sent to a collection agency for any Columbus State University financial obligation (past due loan, insufficient funds check, unpaid tuition or fees, etc.) or have holds for financial obligations.

Repayment: The Loan must be repaid in 2 installments, **June 15th and July 15th**. Please see the Adjustable Promissory Note for Repayment Schedule and Penalties. Payment(s) are made at Student Account Services-University Hall during regular business hours or on-line, in CougarNet, no earlier than five days before the posted due dates.

BORROWER INFORMATION

LAST NAME _____ FIRST NAME _____ MIDDLE INITIAL _____

LOCAL PERMANENT ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____ DATE OF BIRTH _____

PHONE NUMBER _____ CSU ID NUMBER _____

EMPLOYER _____ PHONE NO. _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

School Use Only: Date Rec'd: _____ GPA _____ FA Hold _____ Co-Signer _____ Initials _____
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SPOUSE'S INFORMATION (IF APPLICABLE)

SPOUSE'S NAME _____ PHONE NO. _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PARENTAL INFORMATION

FATHER, STEPFATHER OR GUARDIAN NAME _____ PHONE NO. _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMPLOYER _____ PHONE NO. OF EMPLOYER _____

MOTHER OR STEPMOTHER NAME _____ PHONE NO. _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMPLOYER _____ PHONE NO OF EMPLOYER _____

BORROWER'S STATEMENT

Describe how you expect to obtain the monies to repay this loan: (please check all that apply)

 Financial Aid Parent Employment Other (please explain) _____

If you checked Financial Aid above, have you completed a 2008-2009 federal aid application?

 Yes No Not Sure

Students are encouraged to apply for federal financial assistance by completing a Free Application for Federal Student Aid (FAFSA). This application will allow the offering of an expanded choice of assistance for fee payment. The application form is available on-line at www.fafsa.ed.gov.

EXHIBIT "A"

1. I understand repayment of the principal of the loan, together with a \$45 origination fee, shall be due in 2 installments, on June 15th and July 15th.
2. I understand official grade transcripts will not be released until this loan has been paid in full.
3. I understand that I will not be permitted to register for the following semester(s) until the loan is repaid. In the event that registration for the following semester has already occurred, I understand that my classes for the following semester will be dropped if the loan is not paid in full or satisfactory payment arrangements made by the last payment due date as indicated in the Adjustable Promissory Note.
4. If I am living in residence housing (includes Courtyard I, Courtyard II, Riverpark Campus, and Maryland Circle) and default on the loan, I understand that I must immediately vacate the residence housing premises and that my meal plan card will be subject to deactivation.
5. I authorize CSU to use any excess financial aid (such as Pell, Hope, Federal Loans, Scholarships, etc) or any other credits on my account to repay my Columbus State University Emergency Loan.
6. I understand that, according to University policy, I am responsible for officially withdrawing should I decide not to attend. I will be responsible for all tuition and fees due as a result of failure to withdraw or any other schedule changes.
7. I understand that all payments received will be applied to outstanding tuition, fees, housing, and meals before being applied to the Emergency Loan.

 Signature of Student



CO-SIGNER
Loan Interview – Personal and Confidential

Note: If items below are not applicable to your situation, give alternate information

Co-Signer's Name _____ Relationship to Student _____

Address: _____ City _____ State _____ Zip _____

Phone No. () _____ Date of Birth ____/____/____ Social Security Number _____

Name of Co-Signer's Spouse _____

Co-Signer's Employment: (Employment must be full time)

Co-Signer's Employer: _____ Address _____

City _____ State _____ Zip _____ Phone No.() _____

Income If Not Employed

Monthly Income \$ _____ Source of Income _____

Co-Signer's Nearest Relative

Relative's Name _____ Relationship to Co-Signer _____

Address: _____ City _____ State _____ Zip _____

Relative's Employer: _____

NOTICE TO CO-SIGNER: You are being asked to guarantee this debt. If the borrower doesn't pay the debt, you will be required to do so. Be sure you can afford to pay and that you want to accept this responsibility. You may have to pay up to the full amount of the debt (principal, origination fee, interest, late fee and collection costs) if the borrower fails to pay.

The creditor can collect this debt from you without first trying to collect from the borrower. The creditor can use the same collection methods against you that can be used against the borrower, such as suing you, garnishing your wages, etc. If this debt is ever in default, that fact may become a part of YOUR credit record. This notice is not the contract that makes you liable for the debt. I acknowledge I have read and understand my obligation should I co-sign for the borrower.

Signature of Co-Signer

**COLUMBUS STATE UNIVERSITY
SUMMER 2009 EMERGENCY LOAN
ADJUSTABLE PROMISSORY NOTE**

Please Type or Print Clearly

Full Name: _____ SSN: _____

I, _____, promise to pay to Columbus State University (hereinafter called the Lending Institution) the sum of the amounts that are advanced to me under the terms of this Note, plus interest and other fees which become due as provided in this Note. I understand that the amount of this loan shall be equal to the total of unpaid institutional charges and will automatically adjust, up to a maximum of \$2050 based on additions or deletions to my course schedule. I understand that by accepting any disbursements issued at any time under this Note, I agree to repay the loan. I promise to pay all attorneys' fees and other reasonable collection costs and charges necessary for the collection of any amount not paid when due. I understand that failure to pay as agreed may result in the reporting of my account history to any of the major credit reporting bureaus.

The conditions upon which this note is given are as follows:

I. GENERAL

This Note is offered for Summer term only. No loans will be issued for Maymester only. The amount of the loan shall be the total of outstanding institutional charges, not to exceed \$2050 plus a \$45 origination fee added to the loan amount.

II. REPAYMENT

I understand that the repayment of the principal on this loan will be made in two payments. The first payment is due on the 15th of the month following the first day of the semester. Payments are then due on the 15th of the month in the subsequent month. Should a payment due date fall on a weekend or holiday, the payment will be due on the next business day. There is no penalty or additional fee for early payment. Payment dates for Summer 2009 are June 15, 2009 and July 15, 2009.

III. INTEREST

There is no interest on the loan principal if paid in full as described in Section II.

IV. DEFAULT

I understand that if I do not pay the balance of the loan by the end of the repayment period as described in Section II ("Repayment"), the entire unpaid indebtedness, plus any applicable penalty charges, will, at the option of the Lending Institution, become immediately due and payable.

Should the loan principal not be paid in full by the second payment due date, a late fee of 4% of the unpaid balance will be added to the loan balance. In addition to the late fee, interest will begin to accrue on the unpaid balance at a rate of 12.67% per annum (1% per month) following the second payment due date and will continue until such time that the unpaid principal, late fee, and accrued interest are paid in full.

I understand that if I default on my loan repayments the Lending Institution may disclose that I have defaulted, along with other relevant information, to credit bureau organizations.

V. OTHER PROVISIONS

This Note is issued under the Conditions of Eligibility and provisions contained in Exhibit "A" of the loan application.

MY SIGNATURE CERTIFIES I HAVE READ, UNDERSTAND, AND AGREE TO THE TERMS AND CONDITIONS OF THIS NOTE.

Signature of Borrower*

Enrollment Services Witness

Date _____

Date _____

Signature of Cosigner*

Notary Public

Date _____

My Commission Expires _____

As cosigner, I agree to assume responsibility for this debt should payment not be made by the borrower. I understand that all conditions of this Promissory Note pertain to the co-signer as well as the borrower.

***PLEASE NOTE: The Borrower and Co-signer, if applicable, must have their signatures on this promissory note either (1) witnessed by a member of Enrollment Services located in University Hall (photo identification must be presented) or (2) notarized in the presence of a Notary Public prior to submission to Columbus State University.**

PLEASE KEEP A COPY OF THIS PROMISSORY NOTE FOR YOUR RECORDS