



SUNY  
DOWNSTATE  
Medical Center

Office of Student Financial Aid  
450 Clarkson Avenue Box 110  
Brooklyn, NY 11203-2098  
Phone: (718) 270-2488  
Fax: (718) 270-7592

**Faculty Student Association Emergency Student Loan Application**

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Program: \_\_\_\_\_ Class Year: \_\_\_\_\_

Loan Amount Requested: \_\_\_\_\_

Purpose for which the loan is being requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you completed and submitted the financial aid materials/applications for the period for which you are requesting the loan? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you currently registered for **6 or more credits**? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you currently have an outstanding FAS loan? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, indicate the amount outstanding: \$ \_\_\_\_\_

Are you requesting a Stafford Loan? Yes \_\_\_\_\_ No \_\_\_\_\_

Amount of Stafford Loan \$ \_\_\_\_\_

I, (print your name) \_\_\_\_\_ promise to pay back the total amount borrowed, including the processing fees, to the Faculty Student Association. I understand that if I fail to make payment on this note when due, I will pay all collection costs as well as the loan fees and principal borrowed. I recognize that this emergency loan becomes due immediately upon my withdrawal from SUNY Downstate. I understand that a hold will be placed on my records should I not repay the loan. I hereby authorize all loans received be deducted from any financial aid that I may receive. **I WILL NOT REDUCE THE AMOUNT OF THE STAFFORD LOAN I AM REQUESTING AND HAVE REPORTED ABOVE**, since this advance may be based upon that amount. My signature certifies that I have read, understand, and agree to the terms and conditions of this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note the processing fee for all emergency advances if \$1 per \$50 borrowed.

Emergency Cash Advance Policy and Procedures are printed on the other side of this form.

## EMERGENCY STUDENT LOANS

Emergency Student Loans are only available to students who have applied for and have been awarded financial aid through SUNY Downstate. This application is a written request for funds to use in emergency situations. You are expected to budget your student aid funds so that these requests might be used minimally. The following process is required.

1. All Emergency Student Loans must be requested through the Office of Financial Aid. Student aid must be available to cover the request.
2. Only students who have submitted all of their financial aid documentation (FAFSA to the federal government, SUNY Downstate Institutional Application to the financial aid office, and any required documentation such as tax forms) are eligible for an Emergency Student Loan. You must have enough financial aid to cover the amount of any charges outstanding in the Bursar's Office and the amount of the Emergency Student Loan.
3. You must be registered for classes for the semester in which you are applying for an Emergency Student Loan.
4. Emergency Student Loans are not available during time periods outside of the normal semester calendar for the student's curriculum. You may not apply for an Emergency Student Loan any earlier than the week prior to the first day of classes for any semester for which you desire the loan.
5. You may borrow no more than \$2000 per academic year, and can have no more than \$1,000 outstanding as an Emergency Student Loan balance due at any time, unless special permission has been obtained through the Financial Aid Director, the Bursar and the FSA Office.
6. Emergency Student Loan applications are initiated in the Office of Financial Aid. Completed applications must be received the Office of Financial Aid by Tuesday for monies to be picked up the following Friday. Any applications received after Tuesday will be processed on the following week. This schedule may be adjusted when holidays or other changes in the normal schedule occur within the week.
7. There is a \$1 processing charge per \$50 of the amount borrowed. The processing fee will not be waived, regardless of the conditions causing the need for the Emergency Student Loan. Since this funding is provided by the FSA, which is a private foundation and not part of the State University of New York system, the fee is not negotiable.

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### FINANCIAL AID OFFICE USE ONLY

Approved \_\_\_\_\_ Declined \_\_\_\_\_

Date: \_\_\_\_\_

Amount: \_\_\_\_\_