



EMERGENCY LOAN APPLICATION INFORMATION SHEET

PLEASE KEEP FOR YOUR RECORDS

What is an Emergency Loan?

- Emergency Loans are interest-free, short-term loans available to currently enrolled full-time students of Georgia State University, and are subject to availability of funds. Loans cannot exceed \$1,000 in any academic semester or \$2,000 per academic year. The loan can be used to finance emergency living expenses for which resources are temporarily unavailable such as food, rent, childcare, etc. Emergency Loans cannot be approved to pay University charges such as tuition, books, or on campus housing since these are planned expenses. Students are not eligible for emergency loans if they have any past due university charges.

How are the loans financed?

- The Emergency Loan funds are financed through funds held at the Georgia State University Foundation and must be repaid by the established due date. In no case will the repayment date be approved beyond the first day of the last month of the semester in which the loan is borrowed. In some instances, the student must be receiving a total financial aid package which includes a refund to cover the repayment of the loan. Students are permitted to have one (1) outstanding emergency loan at any given time.

How are loans repaid?

- If your loan was administered through the office of Financial Aid, any unpaid balance on your Emergency Loan will be automatically deducted by the Cashier's Office from any refund for which you may qualify. If this loan is not deducted from your account by the due date, it is your responsibility to pay the loan by submitting your payment to the office of Financial Aid, in cash or check payable to the Georgia State University Foundation.
- If your loan was administered through a department, you are required to submit your payment to the department, in cash or check payable to the Georgia State University Foundation. Failure to repay will result in the unpaid loan balance being added to your Student Account, and may affect your ability to register for future classes.
- Loan repayment history will be considered before approving any Emergency Loan. If your payments have been late in the past, additional Emergency Loan requests may be denied.

Completing the Emergency Loan Application (with special attention to the following)

- The request for emergency loan funds will be denied if the application is not fully completed.
- Clearly record specific reasons for needing emergency funds.
- List a specific dollar amount needed and keep in mind that you are requesting money that you will need for short-term purposes.
- Indicate specific source(s) of repayment.

Emergency Loan Check Disbursement

- You must provide an email address on the Emergency Loan Application for notification of your application status. You will be contacted via email by either the office of Financial Aid or the Department authorizing your loan. They will confirm the availability of the check and the location for pick-up.
- Loans will be cancelled if the Promissory Note is not signed and the check not picked up within 5 business days.
- You must show your Panther Card in order to pick up an Emergency Loan check.