

**COLUMBUS STATE UNIVERSITY
FALL 2018/SPRING 2019 EMERGENCY LOAN**

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 required documentation:

- Undergraduate Student/Post-baccalaureate**
Requires (1) a completed application, (2) a minimum 2.0 GPA*, and (3) a co-signer**.
- Graduate Student**
Requires (1) a completed application. Student must be accepted and enrolled in a GRADUATE program at Columbus State University. A co-signer is not required.
- Active-duty military personnel**
Requires (1) a completed application and (2) a minimum 2.0 GPA*, (3) a review of your military ID card by a CSU staff member or a copy of your DD 1172.
- Spouse of active-duty military**
Requires (1) a completed application, (2) a minimum 2.0 GPA*, and (3) a co-signer**, and (4) if a military spouse is used as a co-signer, a review of your and your spouse's military ID card by a CSU staff member or a copy of the soldier's DD 1172.

* Minimum cumulative GPA in institutional and transfer coursework. There is no GPA requirement for students without prior CSU or 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 and Co-signer 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 active holds for financial obligations. The student cannot have an emergency loan AND a Nelnet payment plan for the same term.

CSU ID No.		PLEASE USE BLUE OR BLACK INK ONLY			
Last Name		First Name		Middle Initial	
Social Security No.		Date Of Birth		E-mail Address	
Local Permanent Address				Apt No.	
City		State	Zip Code	Phone No.	
Employer			Work Phone No..		
Information on your Spouse					
Name		Phone No.		Work Phone No.	
Address			Employer		
Parental Information					
Father, Stepfather or Guardian Name				Phone No.	
Address				Employer	
Mother, Stepmother or Guardian Name				Phone No.	
Address				Employer	
Describe how you expect to obtain the monies to repay this loan (please check all that apply):					
_____ Financial Aid Scholarship/Grant		_____ Financial Aid Loan		_____ Parent	
_____ Employment		_____ Other _____			
If you checked Financial Aid above, have you completed a 2018-2019 FAFSA? _____ Yes _____ No					
Co-Signer Information					
Name			Relationship to Student		
Date of Birth			Social Security No.		
Address			City	State	Zip Code
Phone No.			Name of Co-signer's Spouse		
Co-signer's Employer			Work Phone No.		
Monthly Income, if not employed \$ _____			Source of Income, if not employed		
Co-signer's Nearest Relative		Relationship to co-signer		Phone No.	
School Use only					
Date Rec'd: _____		GPA: _____	FA Hold: _____	Co-signer: _____	Initials: _____



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ADJUSTABLE MASTER PROMISSORY NOTE**

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

Originals of completed documents may be mailed to: Financial Aid Office, Columbus State University, 4225 University Ave, Columbus, GA 31907. FAX COPIES WILL NOT BE ACCEPTED.

The maximum loan amount is \$2050 per semester; minimum loan amount is \$285 per semester. 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. Payment of a balance owed may be made at the Bursar's Office window (first floor of University Hall) by check, cash, Visa, MasterCard or American Express.

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 multiple loans may be made to me under this note. I understand that by accepting any disbursements issued at any time under this Note, I agree to repay the loans and abide by all terms set for herein. I understand that each loan is separately enforceable based on a true and exact copy of this Note. No delay or failure on the part of the Institution in the exercise of any right or remedy shall operate as a waiver thereof and no single or partial exercise by the Institution of any right or remedy shall preclude other or further exercise thereof or the exercise of any other right or remedy. The conditions upon which this note is given are as follows:

I. GENERAL

This Note may be used for a period to include Fall 2018 and Spring 2019 semesters. The maximum loan amount is \$2050 per semester toward institutional charges only, not to exceed the unpaid balance (total charges minus total aid/payments for the term). Books are not included. The minimum loan amount is \$285 per semester. The loan amount will automatically adjust based on additions or deletions to your class schedule, up to the \$2050 maximum amount. A \$45 origination fee will be added to the loan amount for each semester the loan is issued. **The \$45 origination fee is due immediately after the loan has been awarded on your student account.**

II. APPLICATION DEADLINE

Fall 2018 semester – August 24, 2018. Spring 2019 semester – January 25, 2019.

A written appeal will be required with applications submitted after these dates. The applicant will be notified of the appeal decision by email to their columbusstate.edu email account within two business days.

III. REPAYMENT

I understand that the repayment of the principal and on this loan will be made in three payments. The first payment is due on the 1st of the month following the first day of the semester. Payments are then due on the 1st of the month in each of the subsequent two months. Should a payment due date fall on a weekend or holiday, the payment will be due on the next business day. **Fall 2018 loan payments are due September 1, 2018, October 1, 2018, and November 1, 2018. Spring 2019 loan payments are due February 1, 2019, March 1, 2019, and April 1, 2019.** There is no penalty or additional fee for early payment. Payment(s) can be made at the Bursar's Office-University Hall during regular business hours or online in MyCSU.

IV. INTEREST

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

V. 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 III ("Repayment"), the entire unpaid indebtedness, plus any applicable penalty charges, will be immediately due and payable. Should the loan principal not be paid in full by the third 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 at a rate of 12.67% per annum (1% per month) on the unpaid balance following the third payment due date and will continue until such time that the principal, late fee, accrued interest and all other fees as listed in this Note are paid in full.

I understand that if I default on my loan repayment, the Lending Institution may disclose that I have defaulted, along with other relevant information, to credit bureau organizations. The co-signer's information may also be reported to credit bureau organizations.

I agree to reimburse CSU the fees of any collection agency, which may be based on a percentage at a maximum of 33.3% of the debt, and all costs and expenses, including reasonable attorney's fees, that CSU incurs in such collection efforts.

VI. CO-SIGNER

I understand that I am being asked to guarantee this debt. I understand that all conditions of this Promissory Note pertain to the co-signer as well as the borrower. If the borrower does not pay the debt, I will be required to do so. I may have to pay the full amount of the debt (principal, origination fee, interest, late fee and collection fees) if the borrower fails to pay. I agree to reimburse CSU the fees of any collection agency, which may be based on a percentage at a maximum of 33.3% of the debt, and all costs and expenses, including reasonable attorney’s fees, CSU incurs in such collection efforts. The creditor can collect this debt from me without first trying to collect from the borrower. The creditor can use the same collection methods against me that can be used against the borrower. I also understand that due to federal regulations (FERPA laws), co-signing this loan does not give me the ability to obtain information about the borrower’s student account or other educational records.

VII. OTHER PROVISIONS

This Note is issued under the Conditions of Eligibility. Renewal of this Note at each term is dependent upon continued satisfaction of the conditions and provisions.

I understand official grade transcripts will not be released until this loan has been paid in full.

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(s) may 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.

If I am living in campus housing (includes Courtyard I, Courtyard II, Riverpark Campus, and Maryland Circle) and default on the Emergency Loan, I understand that my meal plan card will be subject to deactivation and I may be required to vacate the campus housing premises.

I authorize CSU to use any excess financial aid (such as Pell, Hope, Federal Loans, Scholarships, etc) or any other credits on my student account to repay my Columbus State University Emergency Loan. If I am using financial aid to repay this loan, I am responsible for ensuring that my aid has been posted to my account by the final payment due date. The co-signer understands that without consent of the student, CSU is prohibited from disclosing information about the student’s financial aid status due to FERPA laws.

I understand that all credits to my CSU Student Account will be applied to the Emergency Loan and no refunds will be issued until the Emergency Loan is paid-in-full.

I understand that all payments received will be applied to outstanding tuition, fees, housing, and meals before being applied to the balance of the Emergency Loan.

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. I understand that charges are prorated if I do a complete withdrawal from all classes after the drop/add period according to the academic calendar.

No delay or failure on the part of the institution in the exercise of any right or remedy shall operate as a waiver thereof and no single or partial exercise by the institution of any right or remedy shall preclude other or further exercise thereof or the exercise of any other right or remedy. The student shall be in no way discharged from any other obligation or undertaking hereunder, should the institution compromise, extend, or renew from time to time and for any period, whether or not longer than the original period, any indebtedness owed the institution by the Student.

MY SIGNATURE CERTIFIES I HAVE READ, UNDERSTAND, AND AGREE TO THE TERMS AND CONDITIONS OF THIS NOTE. IN ADDITION, BY PROVIDING THE TELEPHONE NUMBERS LISTED, I UNDERSTAND, AGREE AND GIVE EXPRESS CONSENT THAT CSU OR ANYONE WORKING ON THEIR BEHALF, INCLUDING THIRD PARTY VENDORS, MAY CONTACT ME AT THE NUMBERS PROVIDED BY MANUALLY DIALING OR BY USING AUTOMATED DIALING TECHNOLOGY.

Signature of Borrower*

Enrollment Services Witness

Date

Date

Signature of Cosigner*

Notary Public

Date

My Commission Expires _____

* 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.