



LOAN ADVANCE REQUEST FORM

Students that are expecting a credit balance to be disbursed as a result of Federal or private loans are permitted request up to \$500 to purchase books, food, and other cost of attendance supplies prior to the actual receipt of funds. The funds will be disbursed via check the later of within seven days of the first day of classes, or within seven days of when the request is received.

Students remain responsible for all charges on their account. In the event that there is a change in costs or aid eligibility, students will be responsible for repaying any outstanding balance on their account.

Please note that if a credit balance is due to parent loan funds, a check will be mailed to the parent unless the parent has denoted on their loan application that the funds should be disbursed to the student.

To request the advanced credit balance, please complete this form and return to the Financial Aid Office for approval.

Student Name: _____

I request that an advance of funds from my loan credit balance be disbursed to me prior to the receipt of my education loan funds. I understand that I remain liable for any charges remaining on my account and any late fees resulting from lack of payment. I understand that if I do not receive the full loan disbursement as currently anticipated, I will be responsible for repaying any funds that result in a balance on my account. I certify that these funds will be used for Cost of Attendance purchases (such as books, food, or transportation) and no other purpose.

Amount requested: \$_____ (Maximum of \$500)

STUDENT SIGNATURE

DATE

APPROVAL SIGNATURE

DATE