

## SHORT-TERM ADVANCE INSTRUCTIONS

### Eligibility Requirements:

- Enrolled at least half time as a University of Wyoming student.
- Be in good academic standing (you cannot be on probation or suspension)
- Must have a minimum cumulative GPA of 2.0 (for Undergraduates, Law or Pharmacy students) or 3.0 (for Graduate students)
- Have a good repayment and credit history with the University of Wyoming
- Advances against verified current term financial aid only.
- Title IV must be A in order to have the advance deducted from your financial aid. (see financial aid)
- Advance plus interest may not exceed 50% of available financial aid after all tuition, fees and other student account charges have been deducted.
- The minimum interest or processing fee is \$7.50

### Instructions

1. Complete the Short-Term Student Loan application for Advances and return the original, signed document to room 250 Knight Hall.
2. Have a financial aid loan specialist complete a Verification of Financial Aid form to return with your application.
3. Current e-mail address is required
4. Normally a loan is processed within 24 to 48 hours.
5. A photo ID is required
6. References, family members not living in the same household are preferred. Your references **may not be students, faculty or staff of the University of Wyoming**. Your references will not be contacted unless there is a problem with the account and we are unable to contact you.

Our office hours are 8:00 AM to 5:00 PM during the regular school year and 7:30 AM to 4:30 PM during the summer semester.

### Outreach Students:

1. E-mailed applications are acceptable for review. Original documents with appropriate signatures are required prior to disbursement for funds.
2. Promissory note (must be notarized), Truth in Lending and Payment Authorization Forms will be e-mailed to you for notarization, signature and date. Original forms must be received prior to disbursement of funds.
3. Checks are sent regular mail unless we are provided with a self-addressed, prepaid overnight envelope with your documents.

# UNIVERSITY OF WYOMING

Student Financial Operations  
250 Knight Hall  
307-766-3214  
sfo@uwyo.edu

## UNIVERSITY OF WYOMING SHORT-TERM STUDENT LOAN APPLICATION (Advances Only)

**COMPLETE ALL QUESTIONS LEGIBLY. Incomplete applications may be rejected.**

FULL LEGAL NAME \_\_\_\_\_ Soc Sec No \_\_\_\_\_

W#: \_\_\_\_\_

CURRENT  
ADDRESS

Street/PO Box

City

State

Zip

PHONE \_\_\_\_\_ BIRTH DATE \_\_\_\_\_ (By law, applicants under age 18 must have a co-signer)

E-MAIL ADDRESS \_\_\_\_\_

DO YOU HAVE AN OUTSTANDING SHORT-TERM LOAN AT THE UNIVERSITY OF WYOMING? (CIRCLE ONE)

Yes    No

I am requesting \$ \_\_\_\_\_ to cover educational expenses until my financial aid disbursement has been disbursed by the University of Wyoming. I am also requesting the funds to cover this advance be automatically deducted from my award.

**REFERENCES: Give full names, addresses & phone #s of three references who are not current students, faculty or staff of the University of Wyoming. We prefer family members or close family friends. They may not be living at the same address.**

Name	Street Address	City	State	Zip	Phone
Parent or Spouse:	_____	_____	_____	_____	_____

Reference: \_\_\_\_\_

Reference: \_\_\_\_\_

**ACKNOWLEDGEMENT AND AGREEMENT:**

1. I understand that I will be responsible for repaying this advance should my financial aid disbursement not be made or is not adequate to cover repayment of this advance plus interest.
2. I understand that if the loan is not deducted from my financial aid pass, I am still responsible for the loan.
3. I will keep the office of Student Financial Operations and Receivables advised of my address until this advance is repaid.
4. UW reserves the right to place a hold on transcripts, diploma, and future registration for classes for failure to abide by the terms of this advance. Advance status and repayment history may be reported monthly to TransUnion Credit reporting agency.
5. UW may offset any payroll payment I may have due to me as an employee at the UW for delinquent /defaulted amounts owed.

By signing below I am agreeing to the terms of this advance as stated above and verifying that the information provided above is correct.

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**DATE**

My Commission expires \_\_\_\_\_

\_\_\_\_\_  
)ss.  
County of \_\_\_\_\_ )

The foregoing instrument was acknowledged before me by \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_ 2\_\_\_\_\_.

Witness my hand and official seal

Notary Seal

\_\_\_\_\_  
Notary Public

\*\*\*\*\***FOR OFFICE USE ONLY**\*\*\*\*\*

**Academic Standing** \_\_\_\_\_ **Credit hrs enrolled** \_\_\_\_\_ **(if <12m was FT benefit package purchased)** \_\_\_\_\_

**SPECIAL CONDITIONS**

**REPAYMENT HISTORY**

**VERIFICATION**

Refinance existing loan \_\_\_\_\_ Loan type (s) \_\_\_\_\_

Co-Signer required \_\_\_\_\_ Loan date(s) \_\_\_\_\_ Employment verified \_\_\_\_\_

International app required \_\_\_\_\_ Balance Owed \$ \_\_\_\_\_ Suitable Repayment \_\_\_\_\_

Repayment rating \_\_\_\_\_

Date reviewed \_\_\_\_\_ Amount granted \$ \_\_\_\_\_ Monthly repayment \$ \_\_\_\_\_

First payment due \_\_\_\_\_ Last payment due \_\_\_\_\_ Loan period \_\_\_\_\_

Special Provisions \_\_\_\_\_

Loan Approved \_\_\_\_\_ Rejected \_\_\_\_\_ Reason(s) \_\_\_\_\_

# UNIVERSITY OF WYOMING

Office of Student Financial Aid  
Dept. 3335 • Knight Hall, Room 174 • 1000 E. University Avenue • Laramie, WY 82071  
Phone: (307) 766-2116 • Fax: (307) 766-3800 • TTY: (307) 766-3635  
E-Mail: [finaid@uwyo.edu](mailto:finaid@uwyo.edu) • Web: <http://uwadmnweb.uwyo.edu/SFA/>

## REQUEST FOR RELEASE OF FINANCIAL AID DATA

I request that a record of my financial aid for the current term be released to the University of Wyoming, Office of Accounts Receivable.

\_\_\_\_\_ **W #**

\_\_\_\_\_ **Printed Name**

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Signature**

.....

**For the current term, this student will receive financial aid which has not yet been disbursed.**

**CURRENT TERM:** \_\_\_\_\_

<u>AID TYPE</u>	<u>AID AMOUNT</u>	<u>WHEN AVAILABLE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**The receipt of the aid listed above depends on the student remaining eligible between the time of authorization/certification and the time of disbursement to the student.**

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

### CERTIFICATION

\_\_\_\_\_ **Financial Aid Administrator**

\_\_\_\_\_ **Date**