STANDARD SHORT-TERM LOAN 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
- Verify method or source of repayment
- Loan Advance Fee is set at 2.0000% of the loan proceeds.

Instructions:
1. Complete Standard Short-Term Student Loan application and return the original, signed document to room 172 Knight Hall.
2. Current e-mail address is required
3. Normally a loan is processed within 24 to 48 hours.
4. A photo ID is required

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

- **Verification of Employment:**
  Provide payroll check stubs, a letter or e-mail from employer with information listed under Verification of Employment to verify means of repayment
- If unemployed, list other means of repayment.
- Questions or special requirements, e-mail sfo@uwyo.edu or call 766-3214
- **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.
- **Repayment:** Loans must be repaid within the same semester they are borrowed.

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

STANDARD APPLICATION FOR A SHORT-TERM STUDENT LOAN

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____________________________________________________

NUMBER OF DEPENDENTS THAT I AM FINANCIALLY RESPONSIBLE FOR ______________

DO YOU OWE A BALANCE ON A CURRENT SHORT-TERM LOAN AT THE UNIVERSITY OF WYOMING?
Yes    No

EDUCATIONAL EXPENSES FOR CURRENT TERM THAT THESE LOAN FUNDS WILL PAY

Off campus rent ………………………list the months due……………………………..$____________
Transportation costs, car pmts, gas, repairs, etc. ……………………………………..$____________
Vehicle insurance premiums (for student only)………………………………………..$____________
Food depending on # in family …………………………………………………………..$____________
Utilities (excluding cable TV)……………………………………………………………..$____________
Dependent child care (monthly charge only)…………………………………………..$____________
Medical expense not covered by insurance ……………………………………………$____________
Other related educational expenses (must be verified)……………………………………$____________
………..…………………………………………………………………………………$____________
TOTAL EXPENSES TO BE PAID WITH THIS LOAN……………………………..$____________

SOURCE OF REPAYMENT - - VERIFICATION MUST ACCOMPANY THIS APPLICATION. Only funds earned/received in this term are acceptable!

EMPLOYMENT:
Employer __________________________________________ Phone: __________ Monthly earnings $________
Supervisor ______________________________________ Dates of Employment __________ Type of Work __________

OTHER INCOME:
Amount __________________________ Source __________________________
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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent or spouse</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference:</td>
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<tr>
<td>Reference:</td>
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</tbody>
</table>

ALL OTHER MONTHLY OBLIGATIONS NOT LISTED ABOVE AND NOT BEING PAID WITH THESE LOAN FUNDS

<table>
<thead>
<tr>
<th>Account with</th>
<th>Balance owed</th>
<th>Monthly payment</th>
<th>Next Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<td>2.</td>
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<td>3.</td>
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<td>4.</td>
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<tr>
<td>5.</td>
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</tbody>
</table>

ACKNOWLEDGEMENT AND AGREEMENT:
1. If any information is found to be false, or if repayment is not made as agreed, the entire indebtedness becomes due and payable in full (at the option of the University of Wyoming).
2. This is a business loan, which must be repaid as agreed. Advance payments may be made without penalty.
3. I will keep the office of Student Financial Operations advised of my address for the duration of the loan.
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 loan. Loan 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 amounts owed or at my termination.

SIGNATURE OF APPLICANT | DATE

My Commission expires ______________
State of ________
County of __________
The foregoing instrument was acknowledged before me by ____________________________
This ______ day of _______ 20__
Witness my hand and official seal

Notary Seal

Notary Public

*******************************************************************FOR OFFICE USE ONLY*******************************************************************
<table>
<thead>
<tr>
<th>Academic Standing</th>
<th>Credit hrs enrolled</th>
<th>(if &lt;12m was FT benefit package purchased)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPECIAL CONDITIONS</td>
<td>REPAYMENT HISTORY</td>
<td>VERIFICATION</td>
</tr>
<tr>
<td>Refinance existing loan</td>
<td>Loan type(s)</td>
<td>Need</td>
</tr>
<tr>
<td>Co-Signer required</td>
<td>Loan date(s)</td>
<td>Employment verified</td>
</tr>
<tr>
<td>International app required</td>
<td>Balance Owed $</td>
<td>Suitable Repayment</td>
</tr>
<tr>
<td>Repayment rating</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date reviewed</th>
<th>Amount granted $</th>
<th>Monthly repayment</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First payment due</td>
<td>Last payment due</td>
<td>Loan period</td>
</tr>
<tr>
<td>Special Provisions</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Loan Approved</th>
<th>Rejected</th>
<th>Reason(s)</th>
</tr>
</thead>
</table>

Approving Financial Operations Officer

The maximum you may borrow at one time will be determined by the loan fund that best meets your need and your ability to repay. Every consideration will be made to assist you with your short-term financial need. Long-term need should be discussed with the Financial Aid Office. Please submit a complete application. No Collection Agency, Court Ordered or Credit Card payments can be considered for payment.