

# Short Term Loan Application Form

**The Short Term Loan** is an alternative payment method available to students and their parents electing not to pay the full amount of their tuition and fees on the regularly scheduled payment due date. Under this no interest loan option, you pay a first installment of one-fourth of the total balance due on your account plus a \$10.00 processing fee. The remaining balance is then emailed to the students's official notifications box on MySSU by the Bursar's Office in three additional installments later in the semester.

**Payment Due Dates** The first installment on the short term loan is due on the regularly scheduled payment due date. For students participating in early registration, this date is specified in your billing information and on your statement. For students participating in late registration, the first installment is due at the time of your registration.

The remaining three installments are usually due by week four, week eight, and week twelve of each semester. For exact payment dates by term go to [www.shawnee.edu.off/brsr/payplans.html](http://www.shawnee.edu.off/brsr/payplans.html). Billing and payment information will be emailed to the students notifications box on MySSU prior to the due dates for the final three installments.

**PAYMENT IS DUE BY THE POSTED DATES REGARDLESS OF WHETHER OR NOT YOU RECEIVE AN ADDITIONAL OFFICIAL NOTIFICATION.**

**Fees** A \$10.00 processing fee is assessed for every semester that you select the short term loan option. If you fail to make your loan payments by the required dates, you are also assessed a late fee for each late payment. Late fees (\$60, \$40, \$40, \$40).

## Student Information

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Last Name	First	Middle
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 Student ID #
 

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Home Phone #	Local Phone #
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## Computing the First Installment

Total Amount Due \$ \_\_\_\_\_ ÷ 4 = \$ \_\_\_\_\_ Line 1  
 Per Billing Statement

Processing Fee \_\_\_\_\_ 10.00 Line 2

Total First Installment Due \$ \_\_\_\_\_ Line 3  
 (add lines 1 and 2)

**Important:** Please read this form before signing below.

**Promissory Note:** For value received I promise to pay to the order of Shawnee State University the sum of \$ \_\_\_\_\_. Said principal to be payable on the dates and amounts specified above.

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Student's Signature	Date
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Cosigner's Signature*	Date
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\* If you are not eighteen years old, your parent or guardian must sign this form on the cosigner line.