



# HOW TO<sup>®</sup>

## Obtain a Short-Term Loan

No matter how good you may be at budgeting, the unexpected monetary complication—an emergency car repair, a doctor's visit, or a delay in funding—can surface and play havoc with your finances. Ongoing credit card use can easily develop into an expensive arrangement due to constant balance carryover and accruing interest. One of the strategies you could use to take care of life's little surprises, keeping more of your money in your own pocket instead of the pockets of your creditors, is participating in the **Short-Term Loan Program** offered at UCLA. Short-term loans are made by **UCLA Student Loan Services** to qualifying UCLA students.

### Types of Short-Term Loans

To meet those occasions when you have unforeseen financial needs, UCLA Student Loan Services' Short-Term Loan Program offers three types of short-term loans:

- **Emergency Loan**—for students requiring an amount of \$200 or less;
- **Living Expense Loan**—for the needs of employed students who provide current employment verification on company letterhead and request sums greater than \$200, but less than \$350;
- **Financial Aid Advance**—for student loan borrowers whose current quarter funds are delayed. This *bridge loan* provides a portion of the delayed funds and is made against electronically disbursed Federal Stafford, Federal Perkins, University, and Parent Loans. You may only borrow against **current quarter** disbursements.

### Short-Term Loan Benefits

With a short-term loan, unlike a loan you take out at a bank or a line of credit you receive from a credit card company, you enjoy these outstanding features:

- **0% Interest Charge**—the amount you borrow is the amount you pay back assuming on-time repayment;
- **0% Origination Fee**—no charge to you for processing your loan and printing the check;
- **Quick-Complete Application**—a simple, short form that requires only a few basic pieces of information;
- **Rapid Approval Process**—a few minutes with a loan counselor and you're on your way with a check.

## Qualifications and Terms

To qualify for a short-term loan you must be:

- A UCLA student registered in the current quarter;
- In good standing, with no holds and no record of a defaulted short-term loan within the past year.

Of course, all loans have terms. The terms on a short-term loan, as listed in the promissory note that you will sign, are minimal. Briefly stated:

- All short-term loans are due by the 20<sup>th</sup> of the next month (i.e. borrow on any day in September; repay the loan by October 20<sup>th</sup>);
- If you have not repaid the borrowed amount by or on the due date, penalties will occur. All past due loans are subject to late fees and collection costs.
- While in repayment you will keep all contact information current and respond to short-term loan-related correspondence promptly.

You must contact the Loan Services Office before the due date if you are having a problem repaying your short-term loan on time. Under such circumstances a loan counselor will assist you in further handling the matter.

## Obtaining a Short-Term Loan

To acquire a short-term loan, perform the following five easy steps:

- ▶ **STEP 1:** Go to the **Loan Services Office** located in A-227 Murphy Hall and fill out a short-term loan application completely and legibly providing your name, university ID number, and telephone number. You will also need to indicate the type of loan you are requesting and your university status.
- ▶ **STEP 2:** Provide a form of picture identification: a driver's license, state ID card, passport, or Bruin card; plus any additional information the loan counselor may request, such as a letter from your employer if you are applying for a Living Expense Loan.
- ▶ **STEP 3:** Read and sign the promissory note that the loan counselor will present to you after the loan has been approved.
- ▶ **STEP 4:** Accept the short-term loan check and cash it at your banking institution. Use the loan money for the purpose it was intended. If you receive a short-term loan check endorsed to the **UCLA Main Cashier** to take care of an outstanding matter on your **UCLA Billing and Receivable Account (BAR)**, you must take that short-term loan check to the **Main Cashier's Office** located at 1125 Murphy Hall for further processing.
- ▶ **STEP 5:** Repay the loan by the 20<sup>th</sup> of the next month to remain in good standing and thereby qualify for future short-term loans. Your due date is printed on the short-term loan promissory note you will receive.

It's that simple!

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The Bruin Dollars and \$ense™ How To Series® is also available on the Student Loan Services website at [www.loans.ucla.edu](http://www.loans.ucla.edu).

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