

## SHORT TERM LOAN & INSTALLMENT PAYMENT PLAN

**\*INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED\***

INSTRUCTIONS FOR COMPLETING THE SHORT TERM LOAN PROGRAM APPLICATION  
Definition and Purpose: Short-term loan funds at Texas A&M University – Central Texas were established to provide assistance to students who experience temporary financial difficulty in connection with educational or educationally related expenses. These loans must be repaid with interest and/or service charge within a prescribed repayment period. It is not the intent of this program to supplement or replace any regular long-term aid or assistance offered by the Student Financial Aid Office. Short-term loans are available while school is in session.

NORMAL PROCESSING TIME IS ONE WORKING DAY, BUT COULD BE AS LONG AS THREE DAYS AT THE BEGINNING OF EACH SEMESTER AND OTHER PEAK TIMES.

READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE LOAN APPLICATION.

1. APPLICATION PROCESS – The application must be typed or printed legibly in ink and must be signed by the applicant. The application must be turned into the Financial Aid Office for consideration.
2. LOAN REQUEST – Due to limited funds, Short-Term Loans are disbursed on a first come first served basis.
3. REPAYMENT PERIOD – To insure loan liquidity, a reasonable and realistic repayment period is expected of the borrower. Loans must be repaid, with service charges, within a prescribed period.

ALL APPROVED LOANS (EXCEPT FOR BOOK LOANS) WILL BE APPLIED AUTOMATICALLY TO YOUR UNIVERSITY TUITION AND FEES.

- Students applying for Tuition and Fee Short-term loans must sign-up for the Texan Payment Plan thru Texan Bill Pay.
- If approved, your tuition and fees loan will be applied to your first installment automatically. A receipt and copy of your loans will be mailed to the address on the loan application.
- If approved, your Book Voucher funds will be available on the first day of class and must be used at the Central Texas College Bookstore.