



California Polytechnic State University
Student Accounts Office
Administration Building, Room 211
SLO, CA 93407
(805) 756-1428

INSTITUTIONAL LOAN STUDENT LOAN APPLICATION PACKET

Please read all provided instructions, and then complete and submit the following (3) documents together to the Student Accounts Office (submission instructions are at the bottom of this page):

- **Institutional Loan Promissory Note** (2 pages)
This form is included in this packet.
- **Statement of Rights & Responsibilities** (2 pages)
This form is included in this packet.
- **Student Loan Worksheet** (2 pages)
This form is included in this packet.

Because you are entering into a legal and binding student loan repayment agreement, all information requested is required without exception. The most common mistakes made on these forms are:

- Answering Worksheet questions with, "N/A" (this is never an acceptable response);
- Leaving a Worksheet line blank; and
- Illegible writing, or completing and signing in pencil.

The two page Student Loan Worksheet must be completed with acceptable responses. Please use the information provided below as a guide:

BORROWER INFORMATION:

- All requested information is required **except** cell and pager information. However, including it is recommended, as it can help in our efforts to keep your account current.
- **The complete Social Security Number is required on each document.**
- **We would prefer that you provide your personal email address on this document**, not your Cal Poly assigned email address. However, if you do not have a personal email address, please provide the Cal Poly assigned address.
- If you do not have a local address, you may answer "same as permanent address" in the local address section.

SPOUSAL INFORMATION:

- If you answered "yes" to question (3), please complete this section. Otherwise, leave it blank.

BORROWER'S PARENTAL INFORMATION:

- No matter your age, unless a parent is deceased, or you have no contact, this information is required (do not leave the line blank. Please respond with Deceased, No Contact, Ward of the Court, etc.). Your parents will never be expected to repay your loan. The information is used for contact purposed only (if we cannot reach you at an address you have provided, we will contact the parent for assistance).
- If your parents are divorced, you still need to reference both.
- Please refer to the Employer Responses section for additional information.

SPOUSE'S PARENTAL INFORMATION:

- If you are not married you may leave this section blank. Otherwise, the information is required. Please refer to the Borrower's Parental Information section (above) for assistance.

REQUIRED REFERENCE INFORMATION:

- All references must be at least 18 years of age; reside in the United States; and have a home address & phone number.
- Unless the reference you are listing is a relative, the reference cannot be a Cal Poly staff member or current Cal Poly student.
- No reference you list can have the same home address or phone number as you, your parents, or other references listed.
- If the reference is attending college (other than Cal Poly), please use the reference's permanent home address, NOT the school address.
- References CAN have the same employer.

EMPLOYER RESPONSES:

- If employed, all information is required.
- If a student, indicate school of attendance.
- If unemployed, please indicate.
- If self-employed, please indicate – and include cell phone #.

DO NOT:

- **Do not** leave a line blank, unless instructed to do so.
- **Do not** sign any document in pencil.
- **Do not** use "N/A" on any line.
- **Do not** cross through a line.
- **Do not** forget the zip codes.

LOAN APPLICATION SUBMISSION INSTRUCTIONS:

You are required to submit original documents. You may do so by handing them in, or mailing them to, the Student Accounts Office (address provided at the top of this form).

Terms & Conditions (cont.)

I understand that under this Note, the principal amount that I owe, and am required to repay, will be the sum of all disbursements, including any service charge, unless I reduce or cancel any disbursements. The School will determine whether to make any loan under this Note after my loan eligibility is determined. I may decline a loan or request a lower amount by contact the School. Any disclosure statement I receive in connection with any loan under this Note is hereby incorporated into this Note.

LOAN REHABILITATION – If I default on my loan, I may rehabilitate my defaulted loan by requesting the rehabilitation and by making a voluntary, on-time, monthly payment, as determined by the School, each month for twelve consecutive months. If I successfully rehabilitate my defaulted loan, I will again be subject to the terms and conditions and qualify for any remaining benefits and privileges of this Note and the default will be removed from my credit history. I understand that I may rehabilitate a defaulted loan only once. After my loan is rehabilitated, collection costs on the loan may not exceed 24 percent of the unpaid principal and accrued interest as of the date following the application of the twelfth consecutive payment. If I default on my rehabilitated loan, the cap on collection costs is removed.

HARDSHIP REPAYMENT OPTIONS – Upon my written request, the School may extend my repayment period (1) for up to an additional 5 years if I qualify as a low-income individual during the repayment period; (2) for the period necessary beyond my 5 year repayment period, if, in the School's opinion, prolonged illness or unemployment prevent me from making the scheduled repayments. Interest will continue to accrue during any extension of a repayment period.

GRACE PERIODS – Unless I am a Less-Than-Half-Time Borrower, I will receive an initial 6 month grace period before the first payment of my loan must be made. After the close of an authorized deferment period, I will receive a post-deferment grace period of 6 months before my payments resume. Interest does not accrue during the initial grace period, or the post-deferment grace period. The six-month initial grace period does not include any period up to three years during which I am called or ordered to active duty for more than 30 days from a reserve component of the Armed Forces of the United States, including the period necessary for me to resume enrollment at the next available enrollment period. I must notify the school that made my loan of the beginning and ending dates of any service, and the date I resume enrollment. If I am in my initial grace period when called or ordered to active duty, I am entitled to a new six-month initial grace period upon completion of the excluded period.

If I am a Less-Than-Half-Time Borrower with outstanding institutional loans, my repayment period begins when the next scheduled installment of my outstanding loan is due. If I am a Less-Than-Half-Time Borrower with no other outstanding institutional loans, my repayment begins the earlier of: 6 months from the date my loan was made, or 6 months from the date I became a less-than-half-time student, even if I received the loan after I became a less-than-half-time-student.

PREPAYMENT - I may prepay all or any part of my unpaid loan balance, plus any accrued interest, at any time without penalty. Amounts I repay in excess of the amount due for an installment shall be used to repay principal unless I designate it is an advance payment of the next regular installment.

MINIMUM MONTHLY PAYMENT – If required by the School, I will make a minimum monthly payment in the amount of \$30. If the total monthly payment amount on this loan is less than the minimum monthly payment amount established by the School, the School may still require a minimum monthly payment amount.

FORBEARANCE – Upon making a properly documented written request to the School, I am entitled to forbearance of principal and interest or principal only, renewable at intervals of up to 12 months for periods that collectively do not exceed three years, under the following conditions: If my monthly loan debt (including Title IV loans) exceeds 20 percent of my total monthly gross income; if the Department of Education authorizes a period of forbearance due to national military mobilization or other national emergency; or if the School determines that I qualify due to poor health, or for other reasons, including AmeriCorps. Interest accrues during any period of forbearance.

DEFERMENTS – To apply for a deferment, I must request the deferment from the School, or its billing service. My request does not have to be in writing, but the School may require that I submit supporting documentation to prove my eligibility for a deferment. I may defer making scheduled installment payments and will not be liable for any interest that might otherwise accrue (1) during any period that I am enrolled and attending as a regular student in at least a half-time course of study at an eligible school (If the School obtains student enrollment information showing that I qualify for this deferment, the School may grant the deferment without my request providing the School notifies me and gives me the option to cancel the deferment); (2) during any period that I am enrolled and attending as a regular student in a graduate fellowship program approved by the Department of Education; engaged in a graduate or post-graduate fellowship-supported study outside the US; or enrolled and attending a rehabilitation training program for disabled individuals approved by the Department of Education; (3) for a period not to exceed 3 years during which I am seeking but unable to find full-time employment; and (4) for a period not to exceed 3 years, for up to one year at a time, during which I am experiencing an economic hardship as determined by the School. I may qualify for an economic hardship deferment for my loan if I provide the School with documentation showing that I have been granted such a deferment under any federal loan program for the period of time for which I am requesting an economic hardship deferment for my institutional loan. If I am serving as a volunteer in the Peace Corps, I am eligible for an economic hardship deferment for my full term of service. An economic hardship deferment based on service as a Peace Corps volunteer may not exceed the lesser of three years or my remaining period of economic hardship eligibility. I may continue to defer making scheduled installment payments and will not be liable for any interest that might otherwise accrue for a six-month period immediately following the expiration of any deferment period described in this section. I am not eligible for a deferment while serving in a medical internship or residency program.

DISCHARGES - My obligation to repay this loan may be partially or totally discharged (A) in the event of my death, the School will discharge the total amount still owed on this loan; (B) If I become totally and permanently disabled after I receive this loan, the School will discharge the total amount still owed on this loan (as per the Federal Perkins loan program's guidelines); and (C) under certain conditions, this loan may be discharged in bankruptcy. In order to discharge this loan in bankruptcy, I must prove undue hardship in an adversary proceeding before the bankruptcy court.

NOTICE ABOUT SUBSEQUENT LOANS MADE UNDER THIS MASTER PROMISSORY NOTE – This Note authorizes the School to disburse multiple loans during the multi-year term of this Note upon my request and upon the School's determination of my loan eligibility. Subsequent loans may be made under this Note for the same or subsequent periods of enrollment at this School. The School, however, may, at its discretion, close this Note at any time and require me to sign a new Note for additional disbursements. I understand that if my School chooses to make subsequent loans under this Note, no such loans will be made after the earliest of the following dates: (i) the date the School receives my written notice that no further loans may be disbursed under this Note; (ii) twelve months after the date of my signature on this Note if no disbursement is made during such twelve-month period; or (iii) five years after the date of my signature on this Note, or the date the School receives this Note. I understand that the School, at its discretion, may incorporate into my Note any amendment made to the Act, and that the amended terms will govern any loans disbursed on or after the effective date of such amendment.

PRIVACY ACT NOTICE – This loan, and all subsequent loans, are being awarded and disbursed to assist with educational related expenses. As such, it falls under the Family Education Rights & Privacy Act (FERPA).



California Polytechnic State University

REV 11/12

STATEMENT OF RIGHTS & RESPONSIBILITIES

Page 1 of 2

Institutional student loans lent by California Polytechnic State University, SLO

Institutional Loan Lender:

California Polytechnic State University, SLO
Student Accounts Office
Administration Bldg., Room 211
San Luis Obispo, CA 93405
(805) 756-2608
Studentaccounts-loans@calpoly.edu

Institutional Loan Billing Service:

ECSI
181 Montour Run Road
Coraopolis, PA 15108
(888) 549-3274
www.ecsi.ent or
cservice@ecsi.net

I understand that (please read and initial each line):

- _____ 1) In my last quarter of at least half-time enrollment (undergrad = 6 units; grad = 4 units) I must complete my required institutional loan exit interview. I can access the on line instructions at [http://www.afd.calpoly.edu/Student Accounts/exit online institutional.asp?pid=3](http://www.afd.calpoly.edu/Student_Accounts/exit_online_institutional.asp?pid=3) (cut and paste into browser). Failure to complete the exit process as requested will result in Cal Poly withholding services until the exit process is complete, or the loan is paid in full – whichever occurs first.
- _____ 2) Taking a school-approved leave of absence, or dropping below half-time enrollment FOR ANY REASON will automatically put me in my 6-month grace period (grace period = the amount of time between dropping below half-time enrollment and the first loan payment coming due).
- _____ 3) At any time during repayment I may request that my loan(s) be rehabilitated. Upon successful rehabilitation all previously reported negative credit information will be removed from my credit report, and I will regain access to deferments and forbearance options. Further information can be obtained through the billing service (ECSI)
- _____ 4) Cal Poly and/or its billing service DOES report all repayment information to the three major credit bureaus. Accurately reported information is NOT negotiable, even if the loan has been paid in full.
- _____ 5) There is never a prepayment penalty. I may make my payments in excess of the amount expected at any time. Unless otherwise notified, any amounts received in excess of the amount expected will be applied to the principal balance and WILL NOT take the place of my regularly scheduled payments.
- _____ 6) If I choose to pay off my loan within my grace period I will not be charged any interest.
- _____ 7) My loan may be subject to late fees of up to 20% of the past due installment.
- _____ 8) I must, without exception, notify the billing service, ECSI, within ten days if (A) I withdraw from Cal Poly; (B) my name should change; (C) I transfer to another school; (D) I drop below half-time enrollment at any school I am attending; (E) my billing address and/or phone number should change (do not rely on the Post Office’s Address Change form. CONTACT ECSI DIRECTLY); or (F) I think I’m eligible for a deferment or forbearance (forms should be requested from, and eligibility will be determined by ECSI): (888) 549-3274.
- _____ 9) If I fail to pay my loan as agreed, my loan will be assigned to a collection agency and may be accelerated (loan balance due and payable IN ITS ENTIRETY); all loan benefits may no longer be available to me and I will be required to pay all collection, court and attorney’s fees if my loan becomes, or persists to be, past due without appropriate arrangements being made, and kept, to bring the loan current.
- _____ 10) I am expected to contact the billing service, ECSI, BEFORE MY PAYMENT DUE DATE, if I cannot make the payment on time. If I do not successfully submit a timely deferment or forbearance request in writing to ECSI (to place my expected payments on hold, or lower the monthly amount due), Cal Poly will withhold all services until my delinquent and/or defaulted student loan is brought current and/or paid in full.



STUDENT LOAN WORKSHEET - 2 page document
Institutional Student Loan Program

REV 11/12

COMPLETE BOTH PAGES OF THIS WORKSHEET AND SUBMIT WITH SUPPORTING DOCUMENTS (SEE PAGE ONE)
BORROWER INFORMATION:

1. NAME: FIRST MIDDLE LAST			2. DATE OF BIRTH: (MO/DAY/YEAR)		
3. MARTIAL STATUS: <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED		4. SOCIAL SECURITY NUMBER		5. DRIVER'S LICENSE OR STATE IDENTIFICATION CARD STATE: NUMBER:	
6. LOCAL (SCHOOL) ADDRESS. IF YOU DON'T HAVE ONE YET, COMPLETE PERMANENT ADDRESS ONLY.			7. PERMANENT MAILING ADDRESS. REFERENCE AN ADDRESS WHERE YOU CAN ALWAYS GET YOUR MAIL		
CITY STATE ZIP			CITY STATE ZIP		
8. REQUIRED PHONE NUMBERS:		LOCAL AT SCHOOL (WITH AREA CODE)	PERMANENT (WITH AREA CODE)	WORK (WITH AREA CODE & EXTENSION)	
9. MORE REQUIRED INFORMATION:		E-MAIL ADDRESS (PLEASE PROVIDE YOUR PERMANENT EMAIL ADDRESS, NOT YOUR SCHOOL EMAIL)		CELL PHONE (WITH AREA CODE)	
10. BORROWER'S EMPLOYER, NAME OF COMPANY AND COMPLETE MAILING ADDRESS					

SPOUSE INFORMATION: IF YOU ARE NOT MARRIED SKIP TO QUESTION #15

11. NAME: FIRST MIDDLE LAST			12. DATE OF BIRTH: (MO/DAY/YEAR)		
13. SOCIAL SECURITY NUMBER		14. IS YOUR SPOUSE ATTENDING SCHOOL? <input type="checkbox"/> NO <input type="checkbox"/> YES		IF "YES" WHERE? NAME, CITY & STATE OF SCHOOL	

BORROWER'S PARENTAL INFORMATION: (REQUIRED)

15. FATHER: NAME: FIRST MIDDLE LAST			FATHER'S EMPLOYER		
MAILING ADDRESS			EMPLOYER'S MAILING ADDRESS		
CITY STATE ZIP	PHONE NO. WITH AREA CODE	CITY STATE ZIP	PHONE NO. WITH AREA CODE	CITY STATE ZIP	PHONE NO. WITH AREA CODE
16. MOTHER: NAME: FIRST MIDDLE LAST			MOTHER'S EMPLOYER		
MAILING ADDRESS			EMPLOYER'S MAILING ADDRESS		
CITY STATE ZIP	PHONE NO. WITH AREA CODE	CITY STATE ZIP	PHONE NO. W/ AREA CODE	CITY STATE ZIP	PHONE NO. W/ AREA CODE

(STUDENT LOAN WORKSHEET PAGE 2) STUDENT NAME (print): _____ LAST 4 OF SS#: _____

SPOUSE'S PARENTAL INFORMATION: REQUIRED IF YOU ARE MARRIED; OTHERWISE SKIP TO QUESTION #19

17. FATHER: NAME: FIRST MIDDLE LAST			18. MOTHER: NAME: FIRST MIDDLE LAST		
MAILING ADDRESS		HOME: AREA CODE & PHONE NO.	MAILING ADDRESS		HOME: AREA CODE & PHONE NO.
CITY	STATE	ZIP	CITY	STATE	ZIP
		WORK: AREA CODE & PHONE NO.			WORK: AREA CODE & PHONE NO.

REFERENCES: Please review the instruction page that printed with this packet if you have questions about reference information.

19. List two (2) relatives, other than your parents, who will always know your address. You may use close family friends if you do not have relatives with U. S. addresses. Each reference must have a different home address and phone number and they cannot be the same as yours, your parents, or any other reference listed. References must be at least 18 years old, and cannot be Cal Poly students or staff.

1. RELATIVE REFERENCE NAME	HOME: AREA CODE & PH #	EMPLOYER NAME	EMPLOYER: AREA CODE & PH#
HOME: MAILING ADDRESS		CITY	STATE ZIP

2. RELATIVE REFERENCE NAME	HOME: AREA CODE & PH #	EMPLOYER NAME	EMPLOYER: AREA CODE & PH #
HOME: MAILING ADDRESS		CITY	STATE ZIP

20. List three (3) references, other than Cal Poly students, staff, or previously listed references who will always know your address. Each reference must have a different home address and phone number and they cannot be the same as yours, your parents, or any other reference listed. References must be at least 18 years old and reside in the United States.

1. REFERENCE NAME	HOME: AREA CODE & PHONE NO.	EMPLOYER NAME	EMPLOYER: AREA CODE & PHONE NO.
HOME: MAILING ADDRESS		CITY	STATE ZIP

2 REFERENCE NAME	HOME: AREA CODE & PHONE NO.	EMPLOYER NAME	EMPLOYER: AREA CODE & PHONE NO.
HOME: MAILING ADDRESS		CITY	STATE ZIP

3. REFERENCE NAME	HOME: AREA CODE & PHONE NO.	EMPLOYER NAME	EMPLOYER: AREA CODE & PHONE NO.
HOME: MAILING ADDRESS		CITY	STATE ZIP

I certify that to the best of my knowledge the information provided is true and correct and agree to its use (by Cal Poly or any contracted third party) in the event I default on my loan. I acknowledge that I am receiving a loan that must be repaid, and that I am required to notify Cal Poly, and the student loan billing service, ECSI, of all changes until the loan is paid in full. I understand that my failure to repay this loan as outlined in the promissory note terms and conditions will result in Cal Poly, SLO withholding all University services until my loan delinquency is resolved.

Date of Signature

Print Full Name

Signature

Complete Social Security Number



California Polytechnic State University
Student Accounts Office
Administration Building, Room 211
SLO, CA 93407
(805) 756-1428

REVIEW YOUR FORMS BEFORE SUBMISSION

Make sure you review all your forms and submit them together. Incomplete forms will be rejected. The loan will not disburse until the application packet has been successfully submitted to the Student Accounts Office.

Institutional Loan Promissory Note (2 page document):

- You must complete items 1 through 5 on the Promissory Note.
- Make sure you read the information provided on the Promissory Note. Let your loan counselor know if you have questions: studentaccounts-loans@calpoly.edu .
- Sign and date the Promissory Note. Keep a copy for your records.

Statement of Rights & Responsibilities (2 page document):

- If you have more than one institutional loan type, you will have more than one Statement of Rights & Responsibilities.
- Make sure you read the information on the Statement of Rights & Responsibilities and initial after each line item. If you have questions: studentaccount-loans@calpoly.edu .

Student Loan Worksheet (2 page document):

- Make sure you read over the instruction page that is included in this packet.
- Provide all required information and sign and date the bottom of the second page.

Student Loan Application Packet Submission Instructions:

You must submit your original completed forms together:

Promissory Note (2 pages)
Statement of Rights & Responsibilities (2 pages)
Student Loan Worksheet (2 pages)

Original documents are required. Please hand deliver, or mail your completed forms to the Cal Poly Student Accounts Office using the address provided at the top of this form.