UNIVERSITY OF ALBERTA
OFFICE OF THE REGISTRAR

Emergency Student Loan Application

Please read the following information and complete the attached application prior to your appointment.

Students are expected to have all funding for their educational year in place. An emergency student loan is a short-term, interest-free loan, available to full-time students experiencing unexpected difficulties meeting essential living expenses. An emergency student loan cannot be issued to pay debts to other university departments.

Pre-Interview Checklist

- ❐ Is the student full-time in the current semester?
- ❐ Is he/she an international student? If so, please refer to International Student Services as well
- ❐ Does the student have satisfactory academic standing? (2.0 for undergrads; 2.7 for grads)
- ❐ Has the student ever defaulted on an emergency student loan? (If so, ineligible)
- ❐ Appropriate documentation of expenses and resources to repay the loan after three months?
- ❐ Recommend that the student bring in a postdated cheque to increase his/her chances of being approved for funding
- ❐ Booked a review appointment with an advisor in an available time slot?
- ❐ If booking over the phone, ask student to come in early or print an application off the website

Appointment Information

EAA
Date
Time

Please contact us at **780-492-3113** if you need to change your appointment.

Your application form must be completely filled out and all necessary documentation must be provided for your appointment.

Emergency Student Loan Appointment

- Half hour duration
- Applicants discuss current financial situation with an advisor
- Late arrivals will be rescheduled
- Bring the following documentation to the appointment:
  - Completed three page Emergency Student Loan Application form - fill out budget page with best estimates
  - Current University of Alberta student ID card (ONEcard)
  - Receipts/bills/estimates for the emergency expenses (e.g. rent, utilities, medical)
  - Evidence of ability to repay the loan (e.g. pay stub, letter of employment, funding documents)
- Once approved, funds are immediately available

Repayment of Emergency Student Loan

- Must be repaid within three months
- Must be repaid at the Cashier's Office (3rd floor Administration Building) by cash, debit, cheque, or money order, payable to the University of Alberta. Specify that the payment is for your emergency student loan. The receipt should read "sfa in pym".
- Postdated cheques/money orders payable to the University of Alberta may be left at Student Connect
- $25.00 charge for all NSF/returned cheques or stopped payments
- If an emergency student loan is not paid in full on the due date, it is considered an overdue account. An encumbrance will be placed on your student record. You will be unable to register for courses, change your registration, obtain transcripts, or convocate (University of Alberta Calendar, section 23.9.10). Encumbrances will not be lifted unless you pay the loan in full or renegotiate your repayment schedule with an advisor.

**All information and documentation provided to the
Office of the Registrar is confidential.**

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Student Connect
Administration Building
University of Alberta
Edmonton, Alberta, Canada
T6G 2M7

For Office Use Only

Student ID	Sighted ID	Date Issued
Approved By	Amount of Loan	Repayment Date

Fill in the information requested below and provide documentation to substantiate your emergency.

First Name	Last Name	
Address	City/Province	Postal Code
Home	Cell	Email(s)

❑ Canadian Citizen	❑ Permanent Resident/Landed Immigrant	❑ Student Study Permit

❑ Single	❑ Married	❑ Common-law	❑ Separated	❑ Divorced	❑ Widowed

Number of Dependents	Ages of Dependents

Faculty	Degree
Year of Program	Year Degree Expected

Nearest Relative or Contact Person Information

Name	
Address	Telephone

Have you had a previous emergency loan?   ❑ Yes   ❑ No   If yes, when?

Have you ever defaulted on an emergency student loan?   ❑ Yes   ❑ No
If yes, provide details:

What is the nature of your emergency at this time?

I hereby certify that the information in this application is complete and true in all respects.

I agree to repay this loan in accordance with the conditions set forth on this application form.

Signature   Date

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First and Last Name _____ Student ID _____

Number of months in Full-Time Study (Circle One):   8   9   10   11   12   Academic Year: _____ / _____

If registered in Spring/Summer: 2   4

FINANCIAL PLAN FOR THE CURRENT ACADEMIC YEAR	
Income (Monthly)	**Expenses (Monthly)**
Assistance from Parents $ _____	Rent / Mortgage $ _____
Spouse / Partner Net Incom $ _____	Utilities $ _____
Employment $ _____	Phone / Cable / Internet $ _____
Band Funding $ _____	Food $ _____
Child Tax Benefit $ _____	Clothing $ _____
Child Care Benefit $ _____	Transportation $ _____
Child Support / Alimony $ _____	Medical / Dental $ _____
Orphan's Benefit $ _____	Child Care $ _____
Disability Benefit $ _____	Credit Card Minimum Payments $ _____
Other Income (specify) _____ $ _____	Student Line of Credit Payments $ _____
_____ $ _____	Other (specify) _____ $ _____
_____ $ _____	_____ $ _____
_____ $ _____	_____ $ _____
Total Monthly Income $ _____	Total Monthly Expenses $ _____
Income (Yearly)	**Expenses (Yearly)**
Monthly Income x ___ months $ _____	Monthly Expenses x ___ months $ _____
Savings $ _____	Tuition and fees $ _____
Government Student Loan $ _____	Books and Supplies $ _____
RESPs $ _____	Return Transportation $ _____
Scholarships, Awards, or	Other One-time Expenses (specify) $ _____
Bursaries (by name)_____ $ _____	_____ $ _____
_____ $ _____	_____ $ _____
_____ $ _____	_____ $ _____
Other (specify) _____ $ _____	_____ $ _____
Total Academic Year Income $ _____ **(A)**	Total Academic Year Expenses $ _____ **(B)**
Shortfall: Total Income (A) - Total Expenses (B) = $_____	

Additional Information Requried

1. Do you own or have regular use of a vehicle?   ❏ Yes   ❏ No
   If yes, please complete the following:
   Make _____ Model _____ Year _____ Current Value $ _____

2. Do you own any additional assets (e.g. savings, RRSPs, bonds)?   ❏ Yes   ❏ No
   If yes, please describe and list the current value.
   _____

3. List any outstanding debts or loans (e.g. credit card, line of credit, car loan):
   _____

4. How had you planned on meeting your expenses for this year?_____

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Applicant Declaration

Important – Read carefully and sign

The personal information on this form is collected under the authority of Section 33(c) of the Alberta *Freedom of Information and Protection of Privacy Act* (FOIPP) for the purpose of administering financial assistance through the Office of the Registrar. Questions concerning the collection, use or disposal of this information should be directed to the FOIPP Liaison Officer, Office of the Registrar.

I declare that:
- the information provided on this application and all attachments is true. I understand that all the information provided is subject to verification.

I agree to:
- repay my emergency student loan in full subject to my established repayment plan;
- notify the office in writing if I change my address, financial or academic status or study period, or if my
- reference's address changes;
- provide information or documents as requested to verify any statement made in this application.

I understand that I may be denied financial assistance if:
- I am not currently a full-time University of Alberta student in satisfactory academic standing;
- I make a false or misleading statement in this application;
- I do not comply with a request from the Office of the Registrar to provide information or documents to verify information in this application;
- I have declared bankruptcy (and my bankruptcy included government student loan funding or an emergency student loan);
- I have defaulted on a previous emergency student loan.

I consent to:
- the release and exchange of financial or personal information and related documents by and between the Office of the Registrar, the University of Alberta, the University of Alberta Graduate Students' Association, any level of government department, funding agency , landlord, reference, lending institution or employer, for verification;
- the disclosure of my personal information to the Office of the Registrar for use in research, statistical analysis, program evaluations and fund raising;
- the disclosure and exchange of information and documents including my address, contact information, references, academic status, financial assistance and other personal information by and between the Office of the Registrar, the University of Alberta, and any third party authorized to collect a debt owed to the University of Alberta.

I understand that if this declaration is not signed, my Emergency Student Loan Application cannot be considered for funding.

_____

Signature   **Date**