



STUDENT LOAN POLICIES & PROCEDURES

Scope and Definitions

These policies and procedures apply to student loans issued from Foundation funds directly to students by the Florida State University Office of Student Business Services (SBS). The term “Responsible Party” refers to the highest level of authority over the fund from which the loan is being issued.

Several University departments have funds at the Foundation that are designated for emergency loans to students. These departments should be able to respond directly to students whose academic success is threatened by economic circumstance. Since student need may result from any number of situations, the terms and conditions for providing emergency assistance must reside with the party to whom the student is closely associated – the University department.

Eligibility Criteria and Terms

The eligibility criteria for terms of a student loan may be established by each Responsible Party, within the following parameters:

- The student requesting the loan must be enrolled in at least 6 credit hours at the University for the current semester;
- The student cannot have any unpaid or past due loans with the University or Foundation;
- The due date on the student loan may not exceed 30 days from the date of check issuance and must not extend beyond the student’s expected graduation date;
- Extensions on the due date may be granted for a period up to 90 days from the date of check issuance upon written request by the Responsible Party to the Foundation. Due to Truth in Lending Act (TILA) regulations, no extensions may be made beyond 90 days;
- Student loans may not be “forgiven”;
- The student must present a picture ID to SBS and sign a promissory note in order to receive their loan check.

Approval

Each loan must be approved by the Responsible Party of the department. None of the provisions outlined in the eligibility criteria and terms section mentioned above may be waived or modified without the prior approval of the Chief Financial Officer of the Foundation.

Loan Repayment

Students will be required to submit repayments back to Student Business Services. To discuss payment arrangements or any concerns, please contact SBS directly at (850) 644-9452 or via email at StudentBusiness@fsu.edu. For additional information on the repayment of loans or applicable fees, please visit the following websites:

- Payment information: <https://studentbusiness.fsu.edu/payments>
- Online payments: <https://cfprd.its.fsu.edu/dsa/Fees/>
- Returned checks: <https://studentbusiness.fsu.edu/payments/returned-payments>

Collection of Delinquent Loans

Any student account where a portion of the loan remains outstanding beyond 30 days will be considered delinquent unless an extension has been requested by the Responsible Party of the department and approved by the Foundation and SBS. Academic holds will be placed on delinquent accounts. The academic hold will prevent students from registering for classes, participating in graduation ceremonies, receiving a diploma or receiving transcripts and will not be removed until the delinquent loan balance is paid in full. The Foundation, through administrative oversight of SBS, may refer delinquent loans to a professional collection agency, with approval of the Responsible Party.

Reconciliation of Foundation Records to SBS

The department should regularly monitor reports within OMNI for student loans that have been issued to ensure the activity is recorded appropriately.

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Issuance

To initiate a request to issue a student loan, the department will advise the student to complete a "Florida State University Foundation Student Loan Application" which can be found at: <http://foundation.fsu.edu/sites/foundation.fsu.edu/files/documents/forms-and-resources/Student-Loan-Application.pdf>.

Once the student loan application has been completed and approved by the Responsible Party, it should be forwarded to Foundation Accounting for processing.

Processing

The Foundation will review the student loan application and determine the standing of the student with SBS to make a decision concerning whether or not to approve the loan. Factors that can impact the approval of a loan include but are not limited to the following: returned check charges, unpaid or past due loans, collection fees or other outstanding A/R charges associated with the student. In the event that the Foundation has determined the student is not in good standing, Foundation staff will communicate with the Responsible Party to make a final decision on the loan.

If the student's record is in good standing with the Foundation and the University and the loan is approved, the Foundation will forward the student loan application to SBS for processing the check. SBS will notify the department when the check has been processed so the student can come by and sign the promissory note to receive their loan check.