

**AUTHORIZATIONS FOR THE INSTITUTE – FORM A  
(STUDENT)**

Student's Name: \_\_\_\_\_

Program: \_\_\_\_\_

Note: Your payment plan assumes that you will provide the school with authorization to hold Title IV funds to meet the costs of attendance and will use the funds to pay for all educational expenses.

**PLEASE INITIAL WHERE APPLICABLE AND SIGN BELOW**

\_\_\_\_\_ I authorize

**OR**

\_\_\_\_\_ I do not authorize

the use of Title IV funds to satisfy any additional institutional charges (beyond tuition, fees, and room and board contracted with the Institute) which I may incur. Typical examples of these additional institutional charges are dorm penalties/damages, security deposits, administrative drop fees, supply kits, books and supplies. I understand that if I do not authorize this use of Title IV aid for any additional institutional charges, I must meet with the financial aid officer to review my student financial plan.

\_\_\_\_\_ I authorize

**OR**

\_\_\_\_\_ I do not authorize

the Institute to retain any Title IV funds for tuition, fees and room and board contracted with the Institute (and other additional institutional charges, if authorized above) to be used for my future charges. If funds will be available in excess of my tuition, fees, and room and board contracted with the Institute (and other additional institutional charges, if authorized above) at the end of any award period or loan period, the Institute will deliver these excess funds to me. I understand that if I do not authorize this retention of Title IV funds, I must meet with the financial aid officer to review my student financial plan.

I understand that this authorization is at my option and I may rescind it or may ask for modification at any time (but not retroactively), by contacting the Student Financial Services or Student Accounting Department. This authorization will be in effect for the entire length of the program unless I advise the Institute that I wish to have it rescinded or modified.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Social Security Number: \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_



FOR STUDENTS
FEDERAL FAMILY EDUCATION LOAN PROGRAM (FFELP)
INFORMATION AND RECOMMENDED LENDER LIST

Please print the student's name \_\_\_\_\_

Please insert the student's Social Security Number \_ \_ \_ - \_ \_ - \_ \_ \_ \_ \_

This form is for a student's Federal Subsidized Stafford and/or Unsubsidized Loan

Dear Student

As a service to you, we have listed below lenders that we recommend because these lenders:

- provide quick and excellent customer service and provide important consumer information,
• provide the ability to apply for student loans and for you to follow up on your loan statuses over the Internet as well as by phone,
• participate in a quick Parent Loans for Undergraduate Students (PLUS) pre-approval process,
• participate in Electronic Funds Transfer (EFT) and other electronic processes,
• provide combined billing of your FFELP loans and the Creative Education Loan Program, if applicable
• for Stafford loans and PLUS loans, can provide financial benefits to the borrowers during loan repayments (if certain conditions are met).
• are able to provide the loan proceeds within 30 days of a properly completed loan application as long as the student/parent are otherwise eligible.

If you provide us with an accurately completed loan application and choose one of these recommended lenders prior to your starting school, we will allow you to defer the payment of the portion of your tuition these loans are projected to cover, until the loan proceeds are received. Unless you tell us otherwise, we will assume that you have elected the same lender for subsequent loans at our institution.

Recommended lender section:

Please check or initial next to your choice:

- \_\_\_\_\_ Nellie Mae (Lender Code 829076) 1-888-272-5543
PO Box 59012 Panama City, Florida 32412
\_\_\_\_\_ Sallie Mae (Lender Code 802218) 1-888-272-5543
PO Box 59012 Panama City, Florida 32412
\_\_\_\_\_ Sun Trust (Lender Code 820564) 1-888-272-5543
PO Box 59012 Panama City, Florida 32412
\_\_\_\_\_ Chase (Lender Code 807807) 1-888-272-5543
PO Box 59012 Panama City, Florida 32412
\_\_\_\_\_ AMS (Lender Code 833067) 1-888-272-5543
PO Box 59012 Panama City, Florida 32412

Other lender section:

\_\_\_\_\_ Check or initial here if you choose a lender not included above and have read the paragraph below

\_\_\_\_\_ Check or initial here if you already have a lender from a prior school and have read the paragraph below

I have read and understand the following: if I choose another lender not on this list, I must provide the loan application from the lender as well as their complete name, address, phone number and lender number. I will verify that the lender currently participates in the FFELP. Since I am not using a recommended lender, if I do not correctly complete and submit the loan application to the SFS department at least 30 days prior to my start date, I understand that the school reserves the right to require me to pay, prior to my start date, as a condition of starting classes, the portion of tuition that this loan will cover. When my loan disbursement is received, if my account is fully paid, I can be reimbursed my credit balance unless I elect to use it for other school expenses.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**AUTHORIZATIONS FOR THE INSTITUTE – FORM A  
(PARENT)**

Parent's Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's Social Security Number: \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_

Program: \_\_\_\_\_

Note: The student's payment plan assumes that you will provide the school with authorization to hold FPLUS loan funds to meet the cost of attendance and will use the funds to pay for all educational expenses.

**PLEASE INITIAL WHERE APPLICABLE AND SIGN BELOW**

\_\_\_\_\_ I authorize

**OR**

\_\_\_\_\_ I do not authorize

the use of FPLUS loan funds to satisfy any additional institutional charges (beyond tuition, fees, and room and board contracted with the Institute) that the student may incur. Typical examples of these additional institutional charges are dorm penalties/damages, security deposits, administrative drop fees, supply kits, books and supplies. I understand that if I do not authorize this use of FPLUS loan funds for any additional institutional charges, the student must meet with the financial aid officer to review the student's financial plan.

\_\_\_\_\_ I authorize

**OR**

\_\_\_\_\_ I do not authorize

the Institute to retain any FPLUS loan funds for tuition, fees and room and board contracted with the Institute (and other additional institutional charges, if authorized above) to be used for the student's future charges. If funds will be available in excess of the student's tuition, fees, and room and board contracted with the Institute (and other additional institutional charges, if authorized above) at the end of any award period or loan period, the Institute will deliver these excess funds to me \_\_\_\_\_ or to the student \_\_\_\_\_ [*please check one*]. I understand that if I do not authorize this retention of FPLUS loan funds, the student must meet with the financial aid officer to review the student's financial plan.

I understand that this authorization is at my option and I may rescind it or may ask for modification at any time (but not retroactively), by contacting the Student Financial Services or Student Accounting Department. This authorization will be in effect for the entire length of the student's program unless I advise the Institute that I wish to have it rescinded or modified.

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Social Security Number: \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_

**FOR PARENTS**  
**FEDERAL FAMILY EDUCATION LOAN PROGRAM (FFELP)**  
**INFORMATION AND RECOMMENDED LENDER LIST**

Please print the student's name \_\_\_\_\_

Please insert the student's Social Security Number    \_ \_ \_ - \_ \_ - \_ \_ \_ \_ \_

This form is for a parent who is applying for a Parent Loan for Undergraduate Students (PLUS) to assist their child while attending school.

Dear Parent:

As a service to you, we have listed below lenders that we recommend because these lenders:

- provide quick and excellent customer service and provide important consumer information,
- provide the ability to apply for student loans and for you to follow up on your loans statuses over the Internet as well as by phone,
- participate in quick Parent Loans for Undergraduate Students (PLUS) pre-approval process,
- participate in Electronic Funds Transfer (EFT) and other electronic processes,
- provide combined billing of your children's FFELP loans and the Creative Education Loan Program, if applicable
- for Stafford loans and PLUS loans, can provide financial benefits to the borrowers during loan repayments (if certain conditions are met).
- are able to provide the loan proceeds within 30 days of a properly completed loan application as long as the student/parent are otherwise eligible.

If you provide us with an accurately completed loan application and choose one of the recommended lenders below prior to the student starting school, we will allow the student to defer the payment of the portion of tuition these loans are projected to cover, until the loan proceeds are received. Unless you tell us otherwise, we will assume that you have elected the same lender for subsequent loans at our institution.

**Recommended lender section:** Please check or initial next to your choice.

- |       |              |                      |                |
|-------|--------------|----------------------|----------------|
| _____ | Nellie Mae   | (Lender Code 829076) | 1-888-272-5543 |
|       | PO Box 59012 | Panama City, Florida | 32412          |
| _____ | Sallie Mae   | (Lender Code 802218) | 1-888-272-5543 |
|       | PO Box 59012 | Panama City, Florida | 32412          |
| _____ | Sun Trust    | (Lender Code 820564) | 1-888-272-5543 |
|       | PO Box 59012 | Panama City, Florida | 32412          |
| _____ | Chase        | (Lender Code 807807) | 1-888-272-5543 |
|       | PO Box 59012 | Panama City, Florida | 32412          |
| _____ | AMS          | (Lender Code 833067) | 1-888-272-5543 |
|       | PO Box 59012 | Panama City, Florida | 32412          |

**Other lender section:**

\_\_\_\_\_ Check or initial here if you choose a lender not included above and have read the paragraph below

\_\_\_\_\_ Check or initial here if you already have a lender from a prior school and have read the paragraph below

I have read and understand the following: If I choose another lender not on this list, I must provide the loan application from the lender as well as their complete name, full address, phone number and lender number. I also should verify that the lender currently participates in the FFELP. Since I am not using a recommended lender, if I do not correctly complete and submit the loan application to the school's SFS department at least 30 days prior to the student's start date, the school reserves the right to require the student to pay, prior to the student's start date, as a condition of starting classes, the portion of tuition that this loan will cover. When the loan disbursement is received, if the student's account is fully paid, I can be reimbursed any applicable credit balance unless I have elected to use it for other school expenses.

Print Parent's Name \_\_\_\_\_

Parent's SSN   \_ \_ \_ - \_ \_ - \_ \_ \_ \_ \_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## STUDENT LOAN ENTRANCE INTERVIEW

### **I understand the following information regarding my student loan(s):**

1. I am obligated to repay my loan(s) even if I do not complete the program, am unable to obtain employment, or am otherwise dissatisfied with the education or other services received.
2. I must repay my loan(s) with all accrued interest and deducted fees.
3. I have a maximum of 10 years to repay my loans(s). (Repayment may be extended if loans are consolidated).
4. I may prepay all or part of my loan without penalty.
5. The minimum monthly payment for each loan is \$50.00, but can be more depending on the amount borrowed. Repayment will begin following a 6 month grace period.
6. The interest rate for each loan is specified in my promissory note.
7. I must notify my lender, in writing, within 10 days if I:
  - Change my name
  - Change my telephone number
  - Change my address
  - Change my graduation date
  - Withdraw from school
  - Enroll less than half-time
  - Transfer to another school
8. I will be notified, in writing, if my loan(s) is transferred to a new holder. I must direct all future correspondence to that new holder.
9. If I qualify for a deferment (or postponement) of my loan payments, I must contact my lender to apply.
10. If I do not qualify for a deferment, and am unable to make payments, I may request forbearance from the holder of my loan(s). Forbearance is a lender option; it is not a student entitlement.
11. If I fail to repay my student loan(s), I will be considered in default with the following results:
  - It will be reported to a National Credit Bureau and have a negative effect on my credit rating.
  - The entire unpaid amount, including interest, may become due and payable immediately.
  - I will be ineligible to receive any additional federal or state financial aid funds.
  - My federal income tax refunds will be withheld.

**I have read this form and understand the meaning and intent of the information. I have received loan counseling including repayment options and debt management information.**

\_\_\_\_\_  
Student Signature - Entrance Interview

\_\_\_\_\_  
Date

## FEDERAL STAFFORD LOAN TEST

Name \_\_\_\_\_ Date \_\_\_\_\_

SSN \_\_\_\_\_ Score \_\_\_\_\_

1. I must start repaying my Federal Stafford loan:
  - a. Six months after I graduate, never if I don't graduate
  - b. Six months after I cease at least half time attendance in school, whether I graduate or not
  - c. Six months after I have a full-time job
  - d. Never, the loan does not have to be repaid
  
2. The interest rate on my Federal Stafford loans is:
  - a. 0% -- the government pays all the interest on my loan
  - b. Variable rate (current maximum 8.25%)
  - c. 8%
  - d. 3%
  
3. If I have left school before my loan money is received at the school:
  - a. The money can be sent to any other school I choose to attend
  - b. I can use the money for anything I want
  - c. In some circumstances, the money can used to pay my balance at this school
  - d. The money will be returned to the lender
  - e. Either c or d
  
4. I should contact my lender if:
  - a. I leave school
  - b. I move
  - c. I get married
  - d. I enroll in another school
  - e. I am unemployed
  - f. Any of the above
  
5. If I have any questions about repayment of my loans, I should:
  - a. Stop making payments on my loan until the bank contacts me
  - b. Contact the bank or the bank's loan servicer
  - c. Contact the Student Financial Services Department at this school
  - d. Both b & c
  
6. My loan money will arrive:
  - a. The day I start school
  - b. In multiple payments (disbursements) depending on when I apply for the loan, and on what my loan period is
  - c. Whenever I need any money
  
7. My payment on my Federal Stafford Loan will be at least:
  - a. \$10.00/month
  - b. \$50.00/month or more depending on how much I borrow
  - c. \$1,000.00/month
  - d. The amount I can afford to pay

8. I must make payments:
  - a. For a maximum of 5 years
  - b. Until the loan principal and interest are paid (under a regular repayment schedule, this can take up to ten years, depending on the total amount that was borrowed))
  - c. Until I move to another state
  
9. Default means:
  - a. Nothing - the Government made up the word to confuse people
  - b. I did not make the scheduled payments on my loan for 270 days
  - c. The bank wants my entire loan balance with interest paid now!
  - d. I am no longer required to make monthly payments on my loan
  - e. Seven years of bad credit
  - f. b, c, and e
  
10. The money from my loan is for:
  - a. Educational expenses related to attendance at this school
  - b. Anything I want
  - c. Payment for a car if I need a car to get to school
  
11. If I default on my student loan:
  - a. My default will be reported to credit bureaus
  - b. My default will be reported to any school I have attended, am attending, or will attend
  - c. I may be sued by the government for collection of the loan
  - d. My state and/or Federal income tax refunds may be withheld
  - e. My wages may be garnished
  - f. All of the above
  - g. None of the above
  
12. If I attend another school at least half time
  - a. I will never have to repay my loan
  - b. I can apply for a in-school deferment which delays my payments but does not cancel them
  - c. I never have to pay interest on my first loan
  - d. The school I attend will repay my loan
  
13. A student loan is an obligation that I must repay in full even if I:
  - a. Do not finish school
  - b. Cannot get a job upon completing or ending my studies
  - c. Become dissatisfied with my program of studies
  - d. All of the above
  
14. I should complete the paperwork for a deferment when:
  - a. I no longer wish to make payments on my loan
  - b. I enroll at least half-time at an eligible school
  - c. I am unemployed
  - d. I want to buy a car
  - e. Either b or c

**SUPPLEMENTAL DATA SHEET**  
(Personal & Confidential)

STUDENT NAME \_\_\_\_\_  
SOCIAL SECURITY NUMBER \_\_\_\_\_

**LOCAL ADDRESS**

STREET ADDRESS \_\_\_\_\_  
CITY/STATE/ZIP CODE \_\_\_\_\_  
PHONE (     ) \_\_\_\_\_

**PERMANENT ADDRESS (IF DIFFERENT)**

STREET ADDRESS \_\_\_\_\_  
CITY/STATE/ZIP CODE \_\_\_\_\_  
PHONE (     ) \_\_\_\_\_

**DRIVER'S LICENSE, CREDIT CARDS, BANK ACCOUNT INFORMATION**

DRIVER'S LICENSE NUMBER \_\_\_\_\_ STATE \_\_\_\_\_

CREDIT CARD COMPANIES

COMPANY NAME \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

BANK ACCOUNTS

NAME & CITY \_\_\_\_\_ TYPE \_\_\_\_\_ ACCT # \_\_\_\_\_

NAME & CITY \_\_\_\_\_ TYPE \_\_\_\_\_ ACCT # \_\_\_\_\_

**PARENTAL INFORMATION**

MOTHER'S NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE-DAY (     ) \_\_\_\_\_ PHONE-EVE (     ) \_\_\_\_\_

FATHER'S NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE-DAY (     ) \_\_\_\_\_ PHONE-EVE (     ) \_\_\_\_\_

### IF MARRIED, COMPLETE THIS SECTION

SPOUSE'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE-DAY (     ) \_\_\_\_\_ PHONE-EVE (     ) \_\_\_\_\_

SPOUSE'S PARENT'S NAME(S) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE-DAY (     ) \_\_\_\_\_ PHONE-EVE (     ) \_\_\_\_\_

### BROTHERS AND SISTERS

If you have brothers and/or sisters who do not live with either you or with your parents, complete this section; if more than two, continue on a separate sheet of paper.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE-DAY (     ) \_\_\_\_\_ PHONE-EVE (     ) \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE-DAY (     ) \_\_\_\_\_ PHONE-EVE (     ) \_\_\_\_\_

### REFERENCE INFORMATION

Provide two adult references at different addresses than those listed above who will know where you are. **These references must be different from those you provided on your student loan application(s).**

#### **REFERENCE #1**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ PHONE (     ) \_\_\_\_\_

RELATIONSHIP (FRIEND, AUNT, ETC.) \_\_\_\_\_

#### **REFERENCE #2**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ PHONE (     ) \_\_\_\_\_

RELATIONSHIP (FRIEND, AUNT, ETC.) \_\_\_\_\_

