

# GRADUATE DIVISION TA LOAN PROGRAM

## Application and Payment Agreement 2018-2019

Submit application to the Graduate Division, Mail Code 0003, (858) 534-6562

\_\_\_\_\_  
Last Name, First Name

\_\_\_\_\_  
Student PID

\_\_\_\_\_  
Graduate Department

\_\_\_\_\_  
Payroll ID (if previously employed)

### TA Loans are available in Fall Quarter only.

The TA loan fund provides graduate students with a loan for living expenses until receipt of their first paycheck on November 1. If you are employed as a TA or an Associate-In for a minimum of 25% for the entire quarter, you are eligible for this loan. The maximum loan cannot exceed one month's salary minus the amount of any TA Fee Deferment requested. There is no interest charge. Loan processing can take up to ten working days. Checks are released in September. The loan check will be mailed to your academic department (contact your graduate coordinator) unless you have signed up for direct deposit through Student Business Services (a different procedure than direct deposit through Payroll), which authorizes your check to be deposited directly into your bank account. The loan is repaid through payroll deductions in two equal installments from your December 1 and January 1 paychecks. **Students must be enrolled before the check can be processed.**

The maximum loan for a 50% TA with a fee deferment is \$2000 (or \$2250 with no deferment). Loans are made in \$50 increments only, rounded down, not to exceed salary.

**DEADLINE:** Applications must be received by the Graduate Division at least five (5) business days prior to Registration fee deadline.

### LOAN REQUEST

I request a TA Loan for the amount:

\$ \_\_\_\_\_

Have you requested a Graduate Division TA Fee Deferment?

Yes  No

Have you signed up for direct deposit with Student Business Services?

Yes  No

### CERTIFICATION OF APPOINTMENT *(To be completed by Department Coordinator; attach offer letter as verification of employment.)*

\_\_\_\_\_  
Appointing Department

\_\_\_\_\_  
Appointment Title

\_\_\_\_\_  
% Time

\_\_\_\_\_  
Appointment Begin

\_\_\_\_\_  
Appointment End

\_\_\_\_\_  
Department Coordinator (Print Name)

\_\_\_\_\_  
Department Coordinator Signature

### NOTICE OF YOUR FINANCIAL RIGHTS AND RESPONSIBILITIES

*Accepting this fee deferment/loan is a legal obligation. It is important that you understand your rights and responsibilities. This statement is provided to inform you of these rights and responsibilities, and in signing this statement, you indicate that you understand and agree to honor them as follows:*

- 1. I must currently be enrolled and hold an appointment at UC San Diego to qualify for this fee loan.*
- 2. I authorize the University to deduct the sum of the amount of the fee deferment/loan from my paycheck in two equal deductions from the second and third paychecks of the quarter. (December 1 & January 1 for Fall).*
- 3. If any of the amount remains unpaid upon expiration of appointment, I authorize the University to deduct the remaining amount from any and all sums due me from the University. Additionally, if any balance remains after my final payroll check, I will remit the unpaid balance by personal check or money order.*
- 4. I understand that if this loan is not paid as agreed, my registration and fee payments for subsequent school terms will be prohibited until my account is current.*
- 5. If I still fail to fulfill my promise to repay, my account may be referred to a collection agency, a credit reporting agency and/or legal action.*

#### PROMISE TO REPAY:

For value received, I promise to repay (through payroll deduction) to the Regents of California, the sum listed below according to the terms of this contract.

\$ \_\_\_\_\_  
Total Amount

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date