

**OGS TA LOAN PROGRAM (available Fall quarter only)**

**Application/Payment Agreement 2011/12**

Submit application to OGS, Student Services Center (SSC), 402 University Center, 4<sup>th</sup> floor, Mail Code 0003, 534-6562

Student ID #: \_\_\_\_\_  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Graduate Department: \_\_\_\_\_ Payroll ID # (if previously employed) \_\_\_\_\_

**OGS TA LOAN PROGRAM Important: A student must be enrolled before the check can be processed.**

The TA loan fund provides Teaching Assistants with a loan for living expenses until receipt of the first paycheck on 11/1. If you are employed as a TA 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 takes up to ten working days. Checks are released in mid-September. The loan check will be mailed to your academic department (contact your graduate coordinator) unless you have signed a direct deposit form at the Student Business Services Office (a different procedure than the Payroll Office direct deposit form) that authorizes your check to be deposited directly into your bank account. The loan is repaid through payroll deductions in two equal installments from Dec. 1 and Jan. 1 paychecks.

The maximum loan for a 50% TA with a fee deferment is \$1700 (or \$1850 with no deferment).  
*(Loans are made in \$50 increments only, rounded down, not to exceed salary).*

**I request a TA loan for the amount: \$ \_\_\_\_\_**

Have you requested a OGS TA Fee Deferment? Yes  No

Have you signed up for direct deposit at the Student Business Services Office? Yes  No

**C. CERTIFICATION OF APPOINTMENT :**

*(To be signed by the Department Coordinator, or attach other verification such as a copy of your department offer letter).*

Appointment Title: \_\_\_\_\_ % Time: \_\_\_\_\_

Period of Appointment: from: \_\_\_\_\_ to: \_\_\_\_\_

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

**NOTICE OF YOUR FINANCIAL RIGHTS AND RESPONSIBILITIES:**

*Accepting this 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 UCSD to qualify for this loan.*
2. *I authorize the University to deduct the sum of the amount of the loan from my paycheck in two equal deductions from the second and third paychecks of the quarter. ( Dec. 1 & Jan. 1 for Fall Quarter).*
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.

\$ _____	_____	_____
<b>Total Amount</b>	<b>Student Signature</b>	<b>Date</b>