

# UCLA ASE/GSR Graduate Student Employee Advance Loan Authorization

Name (Last, First, Middle) \_\_\_\_\_ University ID # \_\_\_\_\_  
Employee ID # \_\_\_\_\_

In accordance with the terms of the [Academic Apprentice Personnel policy](#), this is to request issuance of an advance loan check to the above appointee. This student has been appointed to the position of \_\_\_\_\_ at \_\_\_\_\_ time for the \_\_\_\_\_ quarter which qualifies for the amount of \$ \_\_\_\_\_

## Payment Options

**Loan Advance Amount:** 50% of monthly rate (must be employed at least 25% time for corresponding quarter, no exceptions)

Repayment must be done within 90 calendar days and cannot cross a calendar year. The loan **must** be repaid within the same calendar year.

**Monthly Employees only:** Two equal installments: [first](#) and [second](#) paycheck.

**Bi-weekly Employees only:** First deduction is taken from the [second paycheck of the first month](#) and the [second deduction taken from the first paycheck of the second month](#).

**Multiple Positions Restriction:** If multiple appointments, the loan amount can only be requested from **one** of the appointments and not from the combined appointment percentage.

## Deadlines

Term	Applications Open	Applications Close
Fall	September 13, 2021	September 29, 2021
Winter	November 29, 2021	December 10, 2021
Spring	March 8, 2022	March 28, 2022

## Eligibility

Academic Student Employees and Graduate Student Researchers **employed at least 25% time** are eligible to receive an interest-free advance on their student funding provided they have an **"active" appointment as defined in UCPath** for the applicable term at the time of submission and submitted a properly completed application within the following periods.

Requests will **NOT** be processed if student is NOT hired into a **position** (not hired into a ASE/GSR appointment) and reflected in UCPath at the time the request is submitted to the Graduate Division Fellowships & Financial Services Office.

**Note:** this is not an emergency loan, allow 10-14 working days for processing.

**To be signed by the student before forwarding to the Graduate Division**

### Promissory Note

I agree and understand that automatic payroll deductions of this advance loan will be taken in two equal installments of \_\_\_\_\_ in the following months.

If my position is terminated, I resign, and/or I am no longer registered/enrolled during the period under which I took out the ASE/GSR advance loan; I understand that charges may be posted to my Bruin Bill and I will need to repay back the entire outstanding balance plus any applicable fees, charges, or interest within 90 days via Bruin Bill or in person at Payment Solutions & Compliance at 1125 Murphy Hall. If it becomes necessary for the University to enforce the payment of this loan, I agree to pay all costs associated with the collection, including attorney's fees. If required, the Graduate Division reserves the right to adjust/post charges after the appointment term has ended. A hold may be placed prohibiting access to campus/student services including enrollment until I have repaid the loan plus any associated fees, charges etc.

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

*I, the undersigned, have reviewed the instructions/information along with this form. I agree to all conditions set-forth.*

# Instructions For Hiring Department

Requests will **not** be processed if an appropriate appointment is not in UCPath at the time the request is submitted to the Graduate Division Fellowships & Financial Services Office.

Students with an unpaid advance loan balance from a preceding term are not eligible to apply.

Students must be enrolled in SurePay (direct deposit for employment) at the time this application is submitted to Fellowships & Financial Services. Please allow 10-14 working days from the date received for disbursement of advanced loan. No physical checks will be issued.

## Verify Before Initiating Request

- Valid ASE/GSR appointment in UCPath
- Minimum 25% appointment
- Minimum 3.0 GPA
- Registered UCLA Graduate Student enrolled in at least 12 Units
- Confirm student does not have an unpaid advance loan balance from a preceding term

**NOTE: do not proceed if the student does not meet any of the eligibility criteria listed above**

## Completed Form

- Print a copy of the completed form
- Obtain student signature and date
- Submit completed application with copies of required documentation as a single PDF document via e-mail to [gdsupport@grad.ucla.edu](mailto:gdsupport@grad.ucla.edu). in the subject line include "Advance Loan\_Applicable Term : full name of student, UID, and hiring unit"
- Retain a copy for your records

**Attach the following copies to the request form before submission.**

Title	Required Documents
<b>ASE</b>	<ul style="list-style-type: none"> <li>• Signed Initial Appointment <u>and</u> Supplemental letters</li> <li>• Signed and completed Statement of Understanding</li> <li>• Authorization for Appointments over 50%, plus Mentor letter (if applicable)</li> <li>• If student is international: must also include a copy of the Dashew Center approval</li> </ul>
<b>GSR</b>	<ul style="list-style-type: none"> <li>• Signed Initial Appointment Letter</li> <li>• Signed and completed Statement of Understanding</li> <li>• Authorization for Appointments over 50%, plus Mentor letter (if applicable)</li> <li>• If student is international: must also include a copy of the Dashew Center approval</li> </ul>

For Hiring Department Use - Required:

Form completed by \_\_\_\_\_ Extension \_\_\_\_\_

Hiring Department \_\_\_\_\_

Authorized Department Signature \_\_\_\_\_ Date \_\_\_\_\_

*I, the undersigned, have reviewed the attached instructions/information and confirm that the student meets the qualified appointment. I understand that it's my responsibility to verify that the payment deductions are taken from the student's pay. I will immediately notify the Office of Fellowships & Financial Services, should the student's appointment terminate early.*

Graduate Division Use Only:

Prepared by \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval Signature \_\_\_\_\_ for FAU \_\_\_\_\_ Date \_\_\_\_\_

BruinBuy Transaction P.O. # \_\_\_\_\_ Direct Deposit - IGNL \_\_\_\_\_