



# Short Term Advance Application and Promissory Note

# SPRING 2024

**Carefully read the Instructions on page two.** Please submit only one request per semester. Duplicates cause delays.  
**Upload this STA form at [tinyurl.com/upload-STA](https://tinyurl.com/upload-STA) for processing.**

Name \_\_\_\_\_ UCF ID \_\_\_\_\_  
First Middle Initial Last

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Business Phone ( ) \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Date of Birth \_\_\_\_\_  
MM / DD / YYYY

### Source of Repayment: (Check one box only.)

Financial Aid (up to \$600) \$ \_\_\_\_\_

VA \_\_\_\_\_ (up to \$600) \$ \_\_\_\_\_

\*Required VA initials and stamp

Other (up to \$300) \$ \_\_\_\_\_

VA Stamp

### Required Reference (Preferably closest living relative)

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
First Middle Initial Last

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Business Phone ( ) \_\_\_\_\_

If an emergency exists, please attach a letter of explanation along with supporting documentation, **such as unexpected expenses receipts, medical documentation, etc.**

## Promissory Note

I promise to pay any amount received under this program, plus any other fees that may become due as provided in this note. I accept responsibility for full repayment of this note when due. I understand that if I do not pay this note by the due date, I will be charged a late fee, my records will be placed on hold, my account may be referred to a collection agency, and I agree to reimburse the fees of any collection agency, which may be based on a percentage of the debt collected, and all costs and expenses, including reasonable attorneys' fees incurred in such collection efforts. I understand that this is a promissory note, and I have read and understand the Short Term Advance Instructions and Conditions on page two of this contract. All funds disbursed will be direct deposited into the account I set up for this purpose or mailed to the current mailing address shown on the myUCF portal. I understand that this is an advance that must be repaid. I understand that this is an educational loan and may be non-dischargeable in bankruptcy.

**The due date for this Short Term Advance is March 8, 2024.**

I understand that a \$5.00 processing fee will be charged to my account for this advance.

I understand that remaining incomplete items on my myUCF To Do List may delay the processing of this Short Term Advance.

### You May Sign This Form Without Printing

1. Open the PDF file in [Adobe Acrobat Reader](#).
2. Click on Fill & Sign in the Tools pane on the right.
3. Click Sign, and then select Add Signature.
4. A pop-up will open, giving you three options: Type, Draw, and Image. Once done, click the Apply button.
5. Drag, resize and position the signature inside your PDF file.

**Typed names are not considered valid a signature.** You must sign your name to the form either by printing and signing the form or by using a stylus, mouse, your finger or an uploaded image of your actual signature to sign the form without printing.

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

Your advance will be direct deposited or mailed to the current mailing address shown on the myUCF portal, no earlier than one week prior to the first day of classes. To setup Direct Deposit, go to my.UCF.edu, and click on Student Self Service > Finances > My Account > Student Direct Deposit.  
**Processing time for Short Term Advances is 5-7 business days.** [Upload this STA form at tinyurl.com/upload-STA for processing.](https://tinyurl.com/upload-STA)

**Student Financial Assistance Use Only**

Resubmitted Application: <input type="checkbox"/> _____ Date: _____ SFA Approval	Approving Counselor: <input type="text"/> Application Approved: <input type="checkbox"/> Application Denied: <input type="checkbox"/> NF: <input type="checkbox"/>	Date: _____ Amount Approved: <input type="text"/>
---	---	--

# Short Term Advance Instructions and Conditions SPRING 2024

## Instructions

1. Read all instructions and conditions. **This form is valid for spring 2024 only.**
2. Fill out form completely. **Print legibly or type in black ink.** Incomplete forms will not be processed.
3. Provide your name, complete address, telephone number, and your date of birth.
4. Provide the name, address, and telephone number of a reference, preferably closest living relative.  
**This is required for all applications**
5. Read, sign, and date the Promissory Note.
6. Fax, mail, upload or hand-deliver **completed form** to the Office of Student Financial Assistance for processing.
7. Check myUCF to confirm the processing of your Short Term Advance. Please verify that the mailing address listed on your myUCF is a U.S. or Local address to prevent any delays in processing your request. If you are an International Student, you may use your On Campus Housing address.
8. If approved, your Short Term Advance will be direct deposited to your bank account. To setup Direct Deposit, go to my.UCF.edu, and click on Student Self Service > Finances > My Account > Student Direct Deposit. Otherwise, your advance will be mailed to the current mailing address shown on the myUCF portal. Check your mailing address on myUCF for accuracy. Direct deposited funds are usually available 48-72 hours after refunds are posted to your account. Mailed checks can take up to a week or more.
9. The amount of your advance is based on your source of repayment. (See *Short Term Advance Conditions below*.) A \$5.00 non-refundable processing fee will be charged to your account by the university.
10. You must be enrolled for the academic term in which you seek the Short Term Advance.
11. **Repayment is due March 8, 2024. Late payers will be charged a late fee of \$25.00.**
12. Supplemental requests must be accompanied by supporting documentation.

## Short Term Advance Conditions

(Read Carefully)

1. **Amount:** The amount of your advance is based on your source of repayment. If the repayment source selected is Other (such as employment, parents, etc.), then the maximum advance amount is \$300. The advance amount for financial aid recipients is based on estimated aid for the semester with a maximum amount of \$600. *There is a \$100 minimum for Short Term Advance request.*
2. **Service Charge:** A \$5.00 non-refundable fee will be charged by the university to defray the cost of this program.
3. **Repayment:** Full repayment of the advance must be made to UCF, at the UCF Cashiers Office located at 109 Millican Hall or online by the due date. Where regulations allow, the Short Term Advance will be deducted from your financial aid prior to issuing any refunds.
4. **Late Payment Charge:** Payment of a \$25.00 late fee will be required if the advance is not paid in full by the due date.
5. **Default:** A default on the payment of the advance may result in the university placing restrictions on your account, preventing receipt of transcripts of records, impeding academic progress, placing the advance for collection, and reporting to the credit bureau. If placed for collection, you will be responsible for all collection fees, which may be based on a percentage of the debt collected, and all cost and expenses, including reasonable attorneys' fees.
6. **No Outstanding To-Do List Items (for Financial Aid):** Students must have complete a financial aid file to to receive a Short-Term Advance.

**Your advance will be direct deposited or mailed to the current mailing address shown on the myUCF, no earlier than one week prior to the first day of classes. Processing time for Short Term Advances is 5-7 business days.**