

## Stephen M. Ross School of Business Financial Aid Office

### Ross Tuition Reimbursement Loan Information and Application

The Ross School of Business offers short-term loans to students in the Evening, Executive and Weekend MBA programs who receive tuition reimbursement from their employer after a term is complete. **Students who need long-term assistance should apply for long-term loans.**

The terms of this loan are as follows:

- You may request the amount of tuition costs for one term at a time.
- A separate application must be completed for each term.
- Loan due dates are:

Fall – February 1

Winter – June 1

Spring – August 1

Summer – October 1

Spring/Summer – October 1

- **Concurrent** loans are allowed if employer reimbursement occurs *after* the tuition due date in the following term. Example—student enrolls in Fall and Winter terms. Fall term loan is reimbursed by employer February 1, but Winter term tuition is due January 5.
- The interest rate is three percent (3%). Interest begins accruing when the loan is credited to your account.
- **An employer support confirmation letter must be submitted each academic year.**

To apply:

#### Once per academic year (defined as Fall, Winter and Spring – Summer terms)

Submit a signed letter, on company letterhead, confirming your employer's support. **One letter per academic year is required.** Submit the letter in the first term of attendance for that academic year (Fall, Winter, Spring, Summer, or combined Spring/Summer term).

#### Each term

1. Complete the Ross Tuition Reimbursement Loan Application (writeable PDF) **and** the Private Education Loan Applicant Self-Certification form. Read the Application Disclosure (pages 5 and 6). Return only the Ross Short-Term Tuition Reimbursement Loan Application and the Applicant Self-Certification form to the Ross School of Business by fax to 734.763.7804 or send via email attachment to rossfinaid@umich.edu.
2. The University will prepare a promissory note along with a second loan disclosure.
3. You must sign and date a promissory note. Indicate option a or option b (below) on your application (number 26 on the application form).
  - a. U.S. Mail Option (three-week process): The promissory note will be mailed to you. Sign, date, and return the promissory note per the University's instructions. Upon receipt of the signed promissory note, the third loan disclosure will be mailed to you. The University will credit the loan to your account six business days after the third disclosure is mailed. A copy of your signed promissory note will be sent to you.
  - b. Central Financial Aid Office Option (one-week process): Sign the promissory note in person at the Central Financial Aid Office, 2500 Student Activities Building, and receive second and third disclosures at that time. Your loan will be credited to your account three business days after signing. A copy of your signed promissory note will be sent to you.

*The loan will be repaid through the Student Loan Collections Office at the University of Michigan, 6061 Wolverine Tower, 3003 S. State Street, Ann Arbor, MI 48109-1287, telephone: (800) 456-0706 or (734) 764-9281.*

**ROSS SHORT-TERM TUITION REIMBURSEMENT LOAN APPLICATION**

**All questions must be answered.** Please complete the application, sign and date. Fax or send (via email attachment) the completed application to the Ross Financial Aid Office at [rossfinaid@umich.edu](mailto:rossfinaid@umich.edu).

1. Amount requested (even dollars only): \_\_\_\_\_
2. Proposed final repayment date (month/year): \_\_\_\_\_
3. Purpose of this loan: \_\_\_\_\_
4. Proposed source(s) of repayment: \_\_\_\_\_  
 \_\_\_\_\_
5. Name: \_\_\_\_\_
6. UMID/student number: \_\_\_\_\_
7. Last four digits of social security number: XXX-XX- \_\_\_\_\_
8. Email address: \_\_\_\_\_
9. U.S. citizen/resident? ☐ / Yes ☐ / No
10. Graduation date (month and year): \_\_\_\_\_
11. ☐ / Evening MBA ☐ / Weekend MBA ☐ / Executive MBA
12. Marital status: ☐ / Single ☐ / Married
13. Birth Date: \_\_\_\_\_ (month/day/year)
14. Permanent address: \_\_\_\_\_  
 \_\_\_\_\_
15. Current address: \_\_\_\_\_  
 \_\_\_\_\_
16. Telephone: \_\_\_\_\_
17. Your employer: \_\_\_\_\_  
 \_\_\_\_\_
18. Your spouse's employer: \_\_\_\_\_  
 \_\_\_\_\_
19. Your employer support confirmation letter: ☐ / Attached  
**(one per academic year)** ☐ / Already submitted

**The information requested in numbers 20 through 24 are required and will be used only if you fail to meet the terms of the loan. If you fail to answer communications from the Student Loan Collections Office, or if you fail to furnish the Student Loan Collections Office with a current address.**

20. Driver's license number: \_\_\_\_\_  
 State driver's license is issued from: \_\_\_\_\_
21. Father's name and address: \_\_\_\_\_  
 \_\_\_\_\_
22. Mother's name and address: \_\_\_\_\_  
 \_\_\_\_\_
23. Name and address of brother(s) and sister(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
24. Name and address of other relative or reference: \_\_\_\_\_  
 \_\_\_\_\_
25. Promissory Note:
  - a. ☐ / Mail to: ☐ / Permanent address ☐ / Current address
  - b. ☐ / Sign at the University of Michigan Central Financial Aid Office  
 2500 Student Activities Building

I confirm the correctness of the information provided and promise to use the loan funds solely for the purpose of meeting my educational expenses. If my request is approved, I further promise to repay this obligation according to the terms of the Promissory Note: to answer promptly all communications directed to me by University authorities and to furnish the Student Loan Collections Office with a current address until the loan is repaid in full. I understand that I will have a financial Negative Service Indicator if I fail to meet my payment obligation. My signature attests to the fact that I have read and agree to all loan terms.

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

**FOR OFFICE USE ONLY**

☐ / Approved ☐ / Denied By: \_\_\_\_\_

Fund number: \_\_\_\_\_ Fund name: \_\_\_\_\_

Loan amount: \$ \_\_\_\_\_

Promissory Note number: \_\_\_\_\_

Installment payments begin: \_\_\_\_\_

Installment amount \$ \_\_\_\_\_ for \_\_\_\_\_ months

Final due date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Rate of interest \_\_\_\_\_ %

Principal \$ \_\_\_\_\_ Interest \$ \_\_\_\_\_

Apply directly to student's account? ☐ / Yes ☐ / No

Total amount owed \$ \_\_\_\_\_



# Private Education Loan Applicant Self-Certification

OMB No. 1845-0101  
Form Approved  
Exp. Date 02-28-2013

**Important:** Pursuant to Section 155 of the Higher Education Act of 1965, as amended, (HEA) and to satisfy the requirements of Section 128(e)(3) of the Truth in Lending Act, a lender must obtain a self-certification signed by the applicant before disbursing a private education loan. The school is required on request to provide this form or the required information only for students admitted or enrolled at the school. Throughout this Applicant Self-Certification, "you" and "your" refer to the applicant who is applying for the loan. The applicant and the student may be the same person.

**Instructions:** Before signing, carefully read the entire form, including the definitions and other information on the following page. Submit the signed form to your lender.

## SECTION 1: NOTICES TO APPLICANT

- Free or lower-cost Title IV federal, state, or school student financial aid may be available in place of, or in addition to, a private education loan. To apply for Title IV federal grants, loans and work-study, submit a Free Application for Federal Student Aid (FAFSA) available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), or by calling 1-800-4-FED-AID, or from the school's financial aid office.
- A private education loan may reduce eligibility for free or lower-cost federal, state, or school student financial aid.
- You are strongly encouraged to pursue the availability of free or lower-cost financial aid with the school's financial aid office.
- The financial information required to complete this form can be obtained from the school's financial aid office. If the lender has provided this information, you should contact your school's financial aid office to verify this information and to discuss your financing options.

## SECTION 2: COST OF ATTENDANCE AND ESTIMATED FINANCIAL ASSISTANCE

If information is not already entered below, obtain the needed information from the school's financial aid office and enter it on the appropriate line. Sign and date where indicated.

- A. Student's cost of attendance for the period of enrollment covered by the loan \$ \_\_\_\_\_
- B. Estimated financial assistance for the period of enrollment covered by the loan \$ \_\_\_\_\_
- C. Difference between amounts A and B \$ \_\_\_\_\_

**WARNING:** If you borrow more than the amount on line C, you risk reducing your eligibility for free or lower-cost federal, state, or school financial aid.

## SECTION 3: APPLICANT INFORMATION

Enter or correct the information below.

Full Name and Address of School University of Michigan, OFA, 2500 SAB, 515 E. Jefferson, Ann Arbor, MI 48109

Applicant Name (last, first, MI) \_\_\_\_\_ Date of Birth (mm/dd/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_

Permanent Street Address \_\_\_\_\_

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

Area Code / Telephone Number Home ( ) \_\_\_\_\_ Other ( ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Period of Enrollment Covered by the Loan (mm/dd/yyyy) From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

If the student is not the applicant, provide the student's name and date of birth.

Student Name (last, first, MI) \_\_\_\_\_ Student Date of Birth (mm/dd/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_

## SECTION 4: APPLICANT SIGNATURE

I certify that I have read and understood the notices in Section 1 and, that to the best of my knowledge, the information provided on this form is true and correct.

Signature of Applicant \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_

## SECTION 5: DEFINITIONS

**Cost of attendance** is an estimate of tuition and fees, room and board, transportation, and other costs for the period of enrollment covered by the loan, as determined by the school. A student's cost of attendance may be obtained from the school's financial aid office.

**Estimated financial assistance** is all federal, state, institutional (school), private, and other sources of assistance used in determining eligibility for most Title IV student financial aid, including amounts of financial assistance used to replace the expected family contribution. The student's estimated financial assistance is determined by the school and may be obtained from the school's financial aid office.

A **lender** is a private education lender as defined in Section 140 of the Truth in Lending Act and any other person engaged in the business of securing, making, or extending private education loans on behalf of the lender.

A **period of enrollment** is the academic year, academic term (such as semester, trimester, or quarter), or the number of weeks of instructional time for which the applicant is requesting the loan.

A **private education loan** is a loan provided by a private education lender that is not a Title IV loan and that is issued expressly for postsecondary education expenses, regardless of whether the loan is provided through the school that the student attends or directly to the borrower from the private education lender. A private education loan does not include (1) An extension of credit under an open-end consumer credit plan, a reverse mortgage transaction, a residential mortgage transaction, or any other loan that is secured by real property or a dwelling; or (2) An extension of credit in which the school is the lender if the term of the extension of credit is 90 days or less or an interest rate will not be applied to the credit balance and the term of the extension of credit is one year or less, even if the credit is payable in more than four installments.

**Title IV student financial aid** includes the Federal Pell Grant Program, the Academic Competitiveness Grant (ACG) Program, the Federal Supplemental Educational Opportunity Grant (FSEOG) Program, the Leveraging Educational Assistance Partnership (LEAP) Program, the Federal Family Education Loan Program (FFELP), the Federal Work-Study (FWS) Program, the William D. Ford Federal Direct Loan (Direct Loan) Program, the Federal Perkins Loan Program, the National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) Program, and the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program. To apply for Title IV federal grants, loans, and work-study, submit a Free Application for Federal Student Aid (FAFSA), which is available at [www.fafsa.gov](http://www.fafsa.gov), by calling 1-800-4-FED-AID, or from the school's financial aid office.

## SECTION 6: PAPERWORK REDUCTION NOTICE

**Paperwork Reduction Notice:** According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a currently valid OMB control number. The valid OMB control number for this information collection is 1845-0101. The time required to complete this information collection is estimated to average 0.25 hours (15 minutes) per response, including the time to review instructions, search existing data resources, gather and maintain the data needed and complete and review the information collection.

**If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, DC 20202-4651.

**If you have any comments or concerns regarding the status of your individual submission of this form, contact your lender.**

**University of Michigan**  
 Office of Financial Aid  
 2500 Student Activities Bldg.  
 515 E. Jefferson St.  
 Ann Arbor, MI 48109-1316  
 (734) 763-6600

## Loan Interest Rate & Fees

Your starting interest rate will be between

0%

and

7.0%

After the starting rate is set, your rate will be fixed.

### Your Starting Interest Rate (upon approval)

The starting interest rate you pay will be determined after you apply. Most U-Loans are offered at a fixed rate of 5%. Some students may qualify for special programs offered at a different rate. If approved, we will notify you of the rate you qualify for within the stated range.

### Your Interest Rate during the life of the loan

**Your rate is fixed.** This means that your rate will not move lower or higher than the rates on this form.

### Loan Fees

Returned check fee: \$35

Collection fee:

Your fixed rate is the maximum rate.

## Loan Cost Examples

The total amount you will pay for this loan will vary depending upon when you start to repay it. This example provides estimates based on three (3) different repayment options available to you while enrolled in school.

Repayment Option (while enrolled in school)	Amount Provided (amount provided directly to you or your school)	Interest Rate (highest possible starting rate)	Loan Term (how long you have to pay off the loan)	Total Paid over 10 years (includes associated fees)
<b>1. DEFER PAYMENTS</b> Make no payments while enrolled in school. Interest will be charged and added to your loan.	\$10,000	7.0%	120 months starting <u>after</u> the deferment period	<b>\$17,029.36</b>
<b>2. PAY ONLY THE INTEREST</b> Make interest payments but defer payments on the principal amount while enrolled in school.	\$10,000	7.0%	120 months (payment on principal starting after deferment period)	<b>\$15,100.15</b>
<b>3. MAKE FULL PAYMENTS</b> Pay both the principal and interest amounts while enrolled in school.	\$10,000	7.0%	120 months (starting after your first payment)	<b>\$13,932.94</b>

### About this example

The repayment example assumes that you remain in school for 4 years and have a 6-month grace period before beginning repayment. It is based on the highest starting rate currently charged and associated fees. For all loan amounts, repayment will last 10 years, starting once the initial principal payment is made.

## Federal Loan Alternatives

Loan program	Current Interest Rates by Program Type	
<b>PERKINS</b> for Students	5% fixed	
<b>STAFFORD</b> for Students	5.6% fixed	Undergraduate subsidized
	6.8% fixed	Undergraduate unsubsidized & Graduate
<b>PLUS</b> for Parents and Graduate / Professional Students	7.9% fixed	Federal Direct Loan

### You may qualify for Federal education loans.

For additional information, **contact the Office of Financial Aid or the Department of Education at:**

[www.federalstudentaid.ed.gov](http://www.federalstudentaid.ed.gov)

## Next Steps

1. If you have questions, ask to speak to a financial aid officer.
2. **To Apply for this Loan, Complete the Application and the Self-Certification Form.**

You may get the certification form from your school's financial aid office. If you are approved for this loan, the loan terms will be available for 30 days (terms will not change during this period, except as permitted by law).

### REFERENCE NOTES

#### Eligibility Criteria

##### Borrower:

- Must be enrolled at least half-time at the University of Michigan
- Must be 18 years or older at the time you apply

#### Bankruptcy Limitations

- If you file for bankruptcy, you may still be required to pay back this loan

More information about loan eligibility and repayment deferral or forbearance options is available in your loan application and loan agreement.