

Please clearly print all information on application.

Please fill out the application in digital form. If completing the paper application, please use blue/black ink. Do not leave any blank spaces—enter “0” or *N/A* if it does not apply. Make sure all required documents are returned with your application. Incomplete applications cannot be processed and will be returned.

Applicant Personal Information

- Please fill out this section completely. The SID is your CBC Student ID number.
- Send a copy of your STEPP agreement form if applying for a tuition loan.
- Complete the Book Price List if applying for a book loan.
- Checkmark loan repayment method(s).

Income Verification

- Complete this section if you are basing your loan repayment on personal income.
- If you are relying on another person's income to qualify for the loan, you must provide a written and signed statement of approval from that person to use their income for the purpose of qualifying for the loan. The person must be of legal age (18 or older).
 - The written statement must include the person's name, relationship to you, income and place of employment, and current address and telephonenumber.
- Completely fill out the Personal Resource Worksheet.
 - Be sure to indicate household size by number of adults and number of children. Worksheet amounts should reflect total household income and expenses.
 - Read each category of income and enter the income amount or a “0” in each box.
 - Submit proof of income with the application; the proof document should show **year-to-date income** (pay stub and bank statement is the preferred documentation).
 - Read each category of expense and enter the expense amount or a “0” in each box.

Financial Aid

- Complete this section if you are basing your loan application repayment on Financial Aid.
- Your Financial Aid file **MUST** be complete.
- Loan staff will verify your Financial Aid status in the CBC system.

Consent and Signature

- Read the statement, sign, date, and print your name at the bottom of the page.
- Submit completed application to cctandloanprogram@columbiabasin.edu.
- If you have questions, contact Samantha Smith at 509-544-4981.

Frequently Asked Questions

Q: How do these loans work?

A: Tuition Loans: If approved, you will be enrolled in STEPP (Student Tuition Easy Payment Plan). The Resource Center will submit payment on your behalf for the amount of the first STEPP. You will be responsible for paying the second and third STEPP on time, in addition to repaying our loan by the due date stated in the Promissory Note, which is typically the end of the quarter. A block will be placed on your account until the loan has been repaid. This block prevents adding/dropping classes and ordering transcripts.

Book Loans: If approved, the Resource Center will give you a voucher to purchase your textbooks from the Columbia Basin College Bookstore. You will be responsible for repaying our loan by the due date stated in the Promissory Note, which is typically the end of the quarter. A block will be placed on your account until the loan has been repaid. This block prevents adding/dropping classes and ordering transcripts.

Student Housing Loans: If approved, the Resource Center will submit payment on your behalf for the student housing deposit and/or month's student housing payment. You will be responsible for repaying our loan by the due date stated in the Promissory Note, which is typically the end of the quarter. A block will be placed on your account until the loan has been repaid. This block prevents adding/dropping classes and ordering transcripts.

Q: How much is the interest for this loan? Will this affect my credit score?

A: This short-term loan is interest-free. Your credit score is not a factor in determining eligibility for this loan.

Q: Will you reimburse me for my books if I buy them through Chegg/Amazon/craigslist?

A: Our book loan program does not reimburse students for books that they have already purchased. Eligible students will receive a voucher to take to the Columbia Basin College bookstore to acquire their textbooks.

Q: My financial aid won't be processed until I submit my transcripts/academic plan/missing documents. How will this affect my application?


A: Once you complete your file with the CBC Financial Aid office, it may take several weeks until your file is processed. We cannot process a loan application for a loan which will be repaid with financial aid funds until we are able to confirm your financial aid approval status.

Q: Once I turn in my application, how long will it take to process?

A: Applications are reviewed as soon as possible; however, it could take up to one week for processing. If your application is incomplete, this will delay processing.

Q: How will I be notified once my application has been reviewed, or if more information is needed?

A: We will contact you with the information provided on the application to let you know once a decision has been reached, or if we have any questions.

 <p>Workforce Education Center 2600 N. 20th Avenue MS-H2 Pasco, WA 99301 cctandloanprogram@columbiabasin.edu Phone: 509.544.4981</p>	<i>Date Stamp Here</i>
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Please clearly print all information on application in blue or black ink. Submitted applications are processed on a first-come/first-served basis. **Incomplete applications will take longer to process.** Submit completed applications to cctandloanprogram@columbiabasin.edu.

Name (please print) _____ SID _____

Mailing Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Date of Birth _____

CBC Student Email _____@students.columbiabasin.edu

Emergency Contact Person _____ Phone _____

REQUESTED ASSISTANCE:

Book Loan

List requested textbooks and their prices in the space below. Information can be found by going to the Columbia Basin College Bookstore, located upstairs in the H-building, or through the CBC Bookstore website.

Title of Book	Cost

Student Housing Loan

Check all that apply: Deposit Student housing payment, month of _____

Payment Amount	Due Date

Tuition Loan

You will need to provide a copy of the STEPP agreement form found under My CBC Kiosk. *For the purposes of this Emergency Loan Application only, please print the STEPP agreement form without submitting it to the Kiosk.*

LOAN REPAYMENT BASIS (Check all that apply):

- Income: You intend to pay out of pocket from your own income (Complete Income Verification below)
- Financial Aid: You intend to repay from your financial aid award. (Cannot use Financial Aid for student housing loan)

INCOME VERIFICATION

Personal Resource Worksheet

My household includes: Number of adults: _____ Number of children: _____

Household Monthly Income		Monthly Expenses	
Personal Wages		Rent/Mortgage	
Spouse/Partner Wages		Electricity	
Other Family Members Wages		Heating	
Child Support		Water/Garbage/Sewage	
Social Security		Telephone	
Maintenance/Alimony		Food	
Retirement		Day Care	
Workers Compensation		Medical	
Unemployment Insurance		Clothing	
Public Assistance		Monthly Auto Payments	
Food Stamps		Auto Insurance	
Financial Aid after Tuition/Books		Fuel	
Other:		Public Transportation	
		Monthly Loan Payments	
		Monthly Credit Card Payments	
		Other:	
Total Monthly Income		Total Monthly Expenses	
My Monthly remainder (Income minus expenses)			

I certify the above is true and accurate to the best of my knowledge. I further understand that awarding of loans is contingent upon availability of funds.

Student Signature

Date



Financial Aid

In your Financial Aid portal under “Information We Need From You” there is a list of paperwork required to complete your financial aid file. Double-check that all paperwork has been turned in; incomplete financial aid files are an automatic denial. If you have any questions about your financial aid, please speak with Hawk Central.

If you qualify for our Emergency Loan based on Financial Aid repayment, part or all of your loan repayment will be automatically taken from your Financial Aid award. It is your responsibility upon receiving Financial Aid to verify your entire loan is repaid.

I consent to the release of Columbia Basin College, without notice to me, of relevant student records necessary to the enforcement of the terms or conditions of this loan. I further understand that this application may be used as a basis for credit investigation, if necessary. By signing this application, I certify under penalty of perjury that the foregoing statements are true and correct to the best of my knowledge, and I agree to the terms and conditions stated herein.

Applicant Signature:

Date:

Print Name:

Signed in the City of _____, State of _____.

FOR OFFICE USE ONLY

APPROVED: _____

DENIED _____

Notes:

Submit completed applications to cctandloanprogram@columbiabasin.edu.

Columbia Basin College complies with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, Title IX, equal opportunity and affirmative action. CBC does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal (allowed by law) by a person with a disability, or any other prohibited basis in its educational programs or employment. Questions or complaints may be referred to the Vice President for Human Resources & Legal Affairs and CBC’s Title IX/EEEO Coordinator at (509) 542-5548. Individuals with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability, and require an accommodation, please contact CBC Disability Support Services at (509) 542-4412 or the Washington Relay Service at 711 or 1-800-833-6384. This notice is available in alternative media by request.