

ETSU OFFICE OF FINANCIAL AID

Study Abroad Scholarship Early Deposit Advance

Source and Purpose of Funds: Study Abroad Early Deposit Advance payments are available to assist students in paying for advanced cost related to studying abroad. There are specific stipulations for the application and use of this advance: the student must be participating in an ETSU approved study abroad program and must demonstrate a need to pay for advance fees. Advances are not made for tuition and/or fee payment.

Eligibility Criteria/Advance Policies:

1. Accepted to an ETSU approved study abroad program and a demonstrated need for funds to pay for advance fees prior to the start of the term in which the student will enroll in the study abroad course(s).
2. You must be accepted to your study abroad program as shown in the Bucs Abroad Application System and have completed all the necessary health and safety documents.
3. Receiving specific and adequate resources to make repayment (i.e. anticipated financial aid).
4. Cannot owe prior debts to ETSU.
5. Advance amount may not exceed the amount of the study abroad scholarship
6. Advance must be repaid when the study abroad scholarship or financial aid is disbursed to the student account.

If advance is approved, the student's account will receive a credit for the advance. The advance refund will be issued as a direct deposit to the bank account the student has set up for financial aid refunds. Subsequently, the student's account will be charged for the repayment of the advance.

Repayment Provisions: The date of repayment is the disbursement date of the study abroad scholarship, or any financial aid funds due the borrower, payable through or distributed by ETSU, or the date specified on the Promissory Note, whichever is earlier.

Application Process: An application should be submitted to the Center for Global Engagement. A decision concerning the advance will be available within a week of submitting the application. Direct deposits will be sent within the next 3 working days following approval.

Other Terms of the Advance: All prior university advances and debts must be repaid before receiving a study abroad advance. Those who default on a university advance will have their records encumbered and will be subject to the University collection procedures. The Maker promises to pay the University the sum of the amount advanced to Maker under the terms of the Promissory Note below. The maker further promises to pay all reasonable collection costs, including attorney fees and other charges, necessary for the collection of any amount not paid when due.

Students: Complete pages 2 and 3 of this form and follow instructions sent to you to submit it.

APPLICATION FOR STUDY ABROAD EARLY DEPOSIT ADVANCE

NAME _____ E# _____ DATE _____

ADDRESS

CELL PHONE _____ HOME PHONE _____

Study Abroad Course number and # of credits: _____

Study Abroad Scholarship award accepted \$ _____ ADVANCE AMOUNT REQUESTED: \$ _____

I have read the above Policy Statement, understand the terms and conditions set forth, and agree to abide by all above. I understand that this is a advance and must be repaid in full.

Please initial each statement below and then sign your full name, indicating that you understand the terms of the advance.

___ You must be enrolled or plan to enroll at ETSU for the study abroad course and for the number of credits proposed in your study abroad scholarship application.

___ Study Abroad Early Deposit amounts are based on the amount of the study abroad scholarship.

___ You must use advance funds towards the study abroad program that you identified above.

___ If you are approved and receive an advance and you do not attend the program for any reason, you must pay back the advance immediately. This means that you may have to pay back the advance before your financial aid is released, depending on the date you withdraw from the course.

___ The advance is dependent on students' eligibility as determined by the Center for Global Engagement and the Financial Aid Office.

___ Balances that have not been reimbursed to ETSU will be charged against your student account.

I have read, understood, and agree to comply with all of the above requirements.

STUDENT SIGNATURE

DATE

East Tennessee State University
Johnson City, Tennessee 37614
Study Abroad Scholarship
Early Deposit Advance Promissory Note

For value received, the undersigned, hereinafter referred to as “Maker” promises to pay to the order of East Tennessee State University, hereinafter referred to as the “University” at the Office of the Bursar, the sum of the advance. Said advance shall be due when the study abroad scholarship is disbursed to my student account, or if the University, in the name of the Maker, receives financial aid in excess of tuition and fees. The Maker further agrees that if any debt of the Maker is due the University, any funds that are received by the University in the name of the Maker shall be held by the Bursar and applied to the debt. Any excess funds will be released to the Maker after all University Debts are paid.

The Maker promises to pay the University the sum of the amount advanced to Maker under the terms of this Promissory Note. The maker further promises to pay all reasonable collection costs, including attorney fees and other charges, necessary for the collection of any amount not paid when due. The student’s GoldLink account will reflect a credit for the study abroad advance and charge for the advance repayment.

My signature (Maker’s signature) certifies that I have read, understand, and agree to the terms and conditions of this Promissory Note.

Amount of Advance: \$ _____ Advance Date: _____

Student’s (Maker’s) Signature: _____

Print Student’s Name: _____

Student’s E#: _____

***** FOR OFFICE USE ONLY *****

Advance Action:

_____ Denied Reason: _____

_____ Approved Amount: \$ _____ Due Date: _____

FINANCIAL AID SIGNATURE

DATE
