

Graduate Student Transition (GST) Loan Request

The Graduate Student Transition Loan is a no-interest semester loan available to first semester Carnegie Mellon graduate students. The loan is made available to assist with transition cost and may not exceed 75% of the student's monthly gross salary/stipend (exclusive of tuition). The loan must be requested prior to September 15 for the fall semester and prior to January 15 for the spring semester. Loan repayment will occur in equal semi-monthly installments each semester through payroll deduction. This form should be completed and submitted to the student's department for approval.

1. Contact Information

Prepared By: _____ Date: _____
Organization: _____ Phone: _____

2. Student Information

Student Name: _____
Local Address: _____
Street Address, City, State, Zip
Andrew ID: _____ Phone: _____

3. Terms of Agreement & Student Signature

I am applying for a Graduate Student Transition Loan in the amount of: \$ _____

This amount is not greater than 75% of my monthly gross salary/stipend of: \$ _____

I understand that the loan amount will be paid to me on approval of this application. I further understand that the loan amount plus a \$25 processing fee will be deducted semi-monthly beginning with my first pay for the fall semester or my first pay for the spring semester.

I will be responsible for making these payments to my student account should they not be deducted from my salary/stipend or if my employment appointment is terminated prior to December 31 of this year for fall semester loans or May 15 of next year for spring semester loans.

Student Signature: _____ Date: _____

4. Organization's Payroll Administrator Approval

I confirm that the above named student's gross salary/stipend is: \$ _____

Payroll Administrator Signature: _____ Date: _____

Student Accounts Office Authorization

Print Name: _____

Batch ID: _____

Signature: _____ Date: _____