Loans will be available no sooner than 10 business days prior to the start of the term and continue to be available no later than 10 business days after the start of each term.

1. Students making application for a loan must be enrolled for a minimum of six credits (half time enrollment) at Clarion University and cannot have a current financial hold posted to their Clarion University student account.

2. Students must sign a Promissory Note agreeing that if there are not sufficient financial aid funds to cover the balance of the loan, it will then be due and payable, in full, thirty (30) days from date of issue. The note must include the source of funds for repayment (additional financial aid, work study, alternative loan, other).

3. The loan will be automatically paid from any federal, state, institutional or private financial aid proceeds if they are available at any time after the loan amount is posted to the student’s university account.

4. The loan shall be non-interest bearing.

5. Repayment of the loan is to be made at: B-16 Carrier Administration Building of Clarion University or 200 Frame Hall of Venango College. The check or money order should be made payable to Clarion University of PA.

6. **Unpaid loan balances are subject to the university late fee and registration hold procedures.**

7. **Students with delinquent loan accounts will not be permitted to register for courses, and academic records (transcripts and diplomas) will be withheld until the loan has been repaid.**

8. On line students may request a Promissory Note Book Loan Application via email to the Clarion University Store at manager332@neebo.com. Students will need to include, their full name, address, phone#, and school ID#. An application will be emailed to the student. The student will then need to complete and sign the form, scan and email back to the store or fax (814-393-2697), along with a copy of a state ID. The student will receive an email with tracking info when books are shipped or a rejection notice.