

OGS TA LOAN PROGRAM INFORMATION

APPLICATION PROCEDURE:

1. Obtain an application from your department or from the Office of Graduate Studies (OGS), Student Services Center (SSC), 402 University Center, 4th floor (bldg #931 on campus map).
2. Obtain signature of department representative to certify your employment.
3. Indicate the amount you wish to borrow (see instructions below).
4. Sign your name at bottom of form. **YOUR SIGNATURE IS MANDATORY.**
Unsigned applications will be returned unprocessed.
5. Retain the pink copy for your records.
6. Submit application to OGS, Mail Code 0003, 534-6562.

OGS FALL QUARTER TA LOAN PROGRAM (Loans are available Fall Quarter only)

The TA Loan Fund administered by OGS provides graduate students, both new and continuing, with funds for living expenses until receipt of the first paycheck on Nov 1. If you hold a TA or Associate (sub 0, fixed salary) appointment at a minimum of 25% time for the entire fall quarter and did not receive summer support through UCSD, you are eligible for this loan.

You may borrow up to one month's gross salary minus the amount you have borrowed to cover your fees through the OGS TA Fee Deferment program. If you request a fee deferment, and if you are a 50% TA, the maximum loan amount is \$1600. If you do not request a fee deferment and are a 50% TA, the maximum loan is \$1,800. Loans are made in increments of \$50, rounded down, not to exceed the salary.

There is no interest charge for this loan. Loan processing takes up to ten working days. Checks will be released in mid-September. **Students must be enrolled before the check can be processed.**

The loan check will be mailed to your academic department (contact your graduate coordinator) unless you have signed a direct deposit form at the Student Billing Services Office (a different procedure than the Payroll Office direct deposit form) that authorizes your check to be deposited directly into your bank account.

The loan is repaid through payroll deduction in two equal installments from Dec. 1 and Jan. 1 paychecks.

EXAMPLES:

- 1) If you have an appointment as a 50% TA earning \$1821 per month and you have requested a TA Fee Deferment, the maximum loan would be \$1600.00.

TA Salary at 50%	\$1821.00
Subtract Fee Deferment amount -	<u>180.50</u>
	\$1640.50

Round down to \$1600.00 = **MAXIMUM LOAN AMOUNT.**

- 2) If you have an appointment as a 50% TA earning \$1821.00 per month and have **NOT** requested a TA Fee Deferment, the maximum loan would be \$1800.