DOWNSTATE
HEALTH SCIENCES UNIVERSITY

2025-2026 Faculty Student Association Emergency Cash Advance

Name: _____ Student ID Number: _____

Program: _____ Class Year: _____ Phone #: _____

Loan Amount Requested: $ _____

Purpose for which the loan is being requested:

Have you completed and submitted the financial aid materials/applications for the period for which you are requesting the loan? ☐ Summer 2025 ☐ Fall 2025 ☐ Spring 2026

Do you currently have an outstanding FSA loan? ☐ Yes ☐ No

If yes, indicate the amount outstanding: $ _____

I, (print your name) _____ promise to pay back the total amount borrowed, including the processing fees, to the Faculty Student Association. I understand that if I fail to make payment on this note when due, I will pay all collection costs as well as the loan fees and principal borrowed. I recognize that this emergency loan becomes due immediately upon my withdrawal from SUNY Downstate. I understand that a hold will be placed on my records should I not repay the loan. I hereby authorize the Bursar's Office of SUNY Downstate Medical Center to deduct any funds advanced to me from the Faculty Student Association Emergency Cash Advance from my 2025-2026 student aid funds, which are due from the Financial Aid Office for the current semester. **I WILL NOT REDUCE THE AMOUNT OF THE DIRECT LOAN I AM REQUESTING AND HAVE REPORTED ABOVE**, since this advance may be based upon that amount. My signature certifies that I have read, understand, and agree to the Faculty Student Association Emergency Cash Advance Policy and Procedures.

Signature: _____ Date: _____

Please note the processing fee for all emergency advances if $1 per $50 borrowed.

Emergency Cash Advance Policy and Procedures are attached to this application

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FINANCIAL AID OFFICE USE ONLY

☐ Approved ☐ Declined Amount: _____ Date: _____

Office of Student Financial Aid
450 Clarkson Avenue Box 110
Brooklyn, NY 11203-2098
Phone: (718) 270-2488
Fax: (718) 270-7592
Financialaid@downstate.edu

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Faculty Student Association Emergency Cash Advance Policy and Procedures

Emergency Cash Advance are only available to students who have applied for and have been awarded financial aid through SUNY Downstate. This application is a written request for funds to use in emergency situations. You are expected to budget your student aid funds so that these requests might be used minimally. The following process is required.

1. All Emergency Cash Advance must be requested through the Office of Financial Aid. Student aid must be available to cover the request.

2. Only students who have submitted all of their financial aid documentation (FAFSA to the federal government and any required documentation such as tax forms) are eligible for an Emergency Cash Advance. You must have enough financial aid to cover the amount of any charges outstanding in the Bursar's Office and the amount of the Emergency Cash Advance.

3. You must be registered for at least half time per program requirements and accept your Student Account charges for the semester in which you are applying for an Emergency Cash Advance.

4. You may borrow no more than $2000 per academic year, and can have no more than $1,000 outstanding as an Emergency Cash Advance balance due at any time, unless special permission has been obtained through the Financial Aid Director, the Bursar and the FSA Office.

5. Emergency Cash Advance are not available during time periods outside of the normal semester calendar for the student's curriculum. You may not apply for an Emergency Cash Advance any earlier than the week prior to the first day of classes for any semester for which you desire the loan.

6. Emergency Cash Advance applications are initiated in the Office of Financial Aid. Completed applications must be received the Office of Financial Aid by Tuesday for monies to be picked up the following Friday. Any applications received after Tuesday will be processed on the following week. This schedule may be adjusted when holidays or other changes in the normal schedule occur within the week.

7. There is a $1 processing charge per $50 of the amount borrowed. The processing fee will not be waived, regardless of the conditions causing the need for the Emergency Cash Advance. Since this funding is provided by the FSA, which is a private foundation and not part of the State University of New York system, the fee is not negotiable.

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