

Incomplete Private Loan Request

Name: _____	Student ID: _____
Address: _____	Phone: _____
_____	E-mail: _____

We have received your request for a Private Loan. Unfortunately, at this time we are unable to process your request for the following reason(s):

- Our office has not received your FAFSA or Dream Act Application for the current application year. Under Institutional policy, you must have a 2015/2016 FAFSA or Dream Act Application on file to be considered for a Private/Alternative Loan. You can apply online at www.fafsa.gov for the FAFSA and at www.dream.csac.ca.gov for the Dream Act Application.
- Your Private Loan Request form is either missing or incomplete. This form is required to complete the certification and award your loan. Please submit this form completed and signed.
- Based on your current admissions/enrollment status, we cannot determine your eligibility. You cannot receive Financial Aid or Private Loans when you are not incurring educational expenses.
- You are receiving other types of assistance which meets most or all of the cost of attendance and are not eligible for further funding.
- You have not completed your Financial Aid file. We are unable to determine your eligibility until we can review the documents requested.
- You have to make a decision or change regarding the Federal Direct Loan(s) offered to you. Institutional policy recommends you decide on your Direct Loans, prior to determining your Private/Alternative Loan eligibility. Please complete the section "Regarding Title IV aid" for the Federal Direct Loan questions.
- You indicated that you planned to accept your Federal Direct Loan offer(s) but have not yet done so. Please notify our office once you have accepted your loan(s) or if you have changed your plans, you will need to submit a signed statement explaining the change.
- The certification ELM system does not currently show that you have a loan offer from your lender. Please check with your lender regarding this matter and let us know when your loan offer will show up.
- OTHER:

Your immediate attention to this matter is in your best interest. Please notify our office once you have completed the requested item(s) so we can proceed with your application. If you have any questions, you can contact our office at (559) 278-2182 or visit our website's Private Loans section at

<http://www.fresnostate.edu/studentaffairs/financialaid/parents/alternativeloans.html>

 Financial Aid Staff

 Date

NOTE: If you fail to respond, your request form will be returned to you without being processed.