

Temple University
Temple Student Loan Disbursement Instructions

This form is to be completed by all Temple students who will receive loan proceeds while studying abroad. This form is to be used in conjunction with a notarized Power of Attorney form (attached). Loans cannot be disbursed prior to ten days before the start of the semester; therefore all students receiving loan proceeds should complete this form. This form may be faxed; however, the original Power of Attorney form is required. Copies will not be accepted. Temple University will not take responsibility for students that receive loan proceeds but have not completed both forms and submitted them to the Bursar's Office. Please complete and return this form along with a Power of Attorney to the Student Loan Coordinator at the following address:

Temple University
Office of the Bursar
Attn: Student Loan Coordinator
1803 N. Broad Street, 115 Carnell Hall
Philadelphia, PA 19122-6095
Phone: 215-204-7519
Fax: 215-204-5418

**Note: Students receiving electronic disbursements are also required to submit this form in addition to a Power of Attorney.

Student's Name: _____

E-mail: _____

Telephone: _____

Power of Attorney's Name: _____

Address of Power of Attorney: _____

The options below are available for paper check disbursements. Please review #1 and #2. If both apply to you, circle one option in each (a, b, or c for #1; a or b for #2). If only one pertains to you (#1 or #2), circle an option in that one.

1. If the check from my lender is made payable to me then :
 - a. Send the loan check to the designated Power of Attorney. Upon receipt of the endorsed check, the Bursar's Office will credit my tuition account.
 - b. Send the check directly to the study abroad program. I will endorse the check and return it to Temple University. Please charge my credit card for courier company charges (Please complete Credit Card section below).
 - c. Send the loan check directly to me. I will cash it and pay the study abroad program directly.

2. If the check from my lender is in both my name and Temple University:
 - a. Send the loan check to the designated Power of Attorney. Upon receipt of the endorsed check, the Bursar's Office will credit my tuition account.
 - b. Send the check directly to the study abroad program. I will endorse the check and return it to Temple University. Please charge my credit card for courier company charges (Please complete Credit Card section below).

Credit Card Information:

Cardholder's Name: _____ Credit Card Number: _____

Expiration Date: _____

Signature: _____ Date: _____