The ASME Auxiliary -

[**Student Loan**](http://www.asme.org/about-asme/scholarship-and-loans/asme-foundation-student-loans)

**Administered and funded by the ASME Auxiliary**

The ***ASME Auxiliary Student Loan Fund*** operates in accordance with ***ASME Auxiliary Student Loan Policy*** using the following qualifications and procedures:

**Loan Amounts** The maximum total outstanding loan amount is $10,000 per student. Qualified students may accumulate no more than $10,000 in ASME Auxiliary student loans during their full-time undergraduate or graduate studies. The annual and total borrowing limits are set by the ASME Auxiliary.

**Loan Interest** ASME Auxiliary loan bears interest at a rate of 4% per annum beginning the first of the month immediately following 6 months after the earlier to occur of (i) graduation, or (ii) termination of fulltime student status. Thereafter, the loan plus accrued interest is to be paid in thirty-six (36) equal consecutive monthly payments. There is no penalty for accelerated or early re-payment of the loan, and in the case of accelerated or early re- payment interest on the loan will be recalculated and reduced accordingly. The default interest rate is 12%.

### Eligibility

**INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED OR RETURNED**

To be considered for a loan, a student must satisfy the following criteria:

1. Be an ASME Member or Student Member in good standing. The borrower must remain an ASME member or Student Member for the duration of the loan repayment period.
2. Be a U.S. Citizen or permanent resident
3. Be enrolled in full-time academic studies in the United States and making satisfactory progress in his or her degree program in Mechanical Engineering, Mechanical Engineering Technology or a closely related program.
4. Have a minimum GPA of: **2.20 on a 0 to 4.00 scale**

*(Undergraduate Students)*

### 3.20 on a 0 to 4.00 scale

*(Graduate Students)*

1. Have a demonstrated financial need.

### Evaluation

**Criteria** If the number of qualified applicants exceeds available funding preference for loans will be given to qualified:

1. Undergraduate: Upper Division Students
2. Graduate: 2nd Year Master’s Degree Students
3. Undergraduate: Lower Division Students
4. Other Students

This is not meant to discourage qualified freshmen, sophomores and graduate students from applying, but indicates that loans are first made to qualified undergraduate, upper-class students.

For evaluation purposes, no distinction is to be made between "academic year" loans and "summer term" loans.

The following guidelines are used to evaluate and rank the applicants:

* Financial need
* Academic performance
* Participation in ASME activities

All monies available for loans in a given year need not be awarded, if the number of qualified applicants is insufficient.

### Repayments &

**Default** The initial monthly payment of the 36-month repayment series is due on the first day of the sixth month after the earlier to occur of (i) completion of degree requirements for which the loan is granted or (ii) termination of full-time enrollment in that degree program. The loan will bear interest at a rate of 4% per annum, on the outstanding loan balance, beginning the first of the month immediately following 6 months after graduation, change or termination of student status.

**NOTE:**  **ASME Auxiliary loans are not part of any government program, therefore, they are not included in any possible forgiveness of government guaranteed loans.**

**Extensions** A one-time Graduate Education Extension may be awarded to qualified students who are enrolled in full-time studies towards a master’s degree in Mechanical Engineering or Mechanical Engineering Technology or closely related program. Loan recipients wishing to request a one-time Graduate Education Extension of repayment should make a written request to the Auxiliary Student Loan committee at least one month prior to the end of the 6-month grace period. The written request should include:

* 1. A transcript of previous work completed.
	2. A copy of a letter of acceptance to a graduate school.
	3. A summary of the proposed plan for the graduate studies.
	4. An estimated date of graduation.
	5. Complete information on any other sources of financial assistance.

If the request is approved, the loan repayment is postponed without interest until after completion or termination of full-time graduate studies. At that time, the repayment schedule begins. There is no additional grace period once a Graduate Education Extension has ended.

Requests for an extension of the loan repayment to begin graduate studies will be evaluated based on the following considerations:

### Application Information

1. The availability of funds.
2. The probable success of the applicant.
3. The need of the applicant.
4. The appropriateness of the graduate program proposed.
5. Continued membership in ASME.

Thorough attention should be given to all parts of the application; e.g. personal information; including citizenship, financial information, Guarantor’s signatures, names and addresses. Each Guarantor (two Guarantors are required) must be someone who will be able to provide ASME with your address if you have relocated, i.e. a parent, guardian or relative living in North America. The borrower's spouse or another student are not acceptable Guarantors. In the event that the applicant is awarded an ASME Auxiliary Student Loan and defaults during the repayment period, the Guarantors will be called upon to fulfill the financial obligation to repay this loan in full and on demand.

The completed and signed loan application must be uploaded along with one (1) current transcript. The transcript must be official and show your GPA plus your current enrollment status.

The recommendation and signature of the Department Head is required. The academic institution and Department Head bear no financial liability under this program and principally attest to the applicant's academic status and performance.

### Application

**Upload Before mailing and uploading your application, please check the following;**

Check the eligibility requirements in the Application Guide to make sure you qualify. Ask for the Department Head’s signature and brief recommendation (see section D).

Review and compile all estimated expenses for the Academic year (Fall 20\_\_ to Fall 20\_\_ ) (tuition and fees, room and board, loans, miscellaneous educational expenses, personal expenses, credit cards, etc.) You should base these numbers on anticipated expenses and expenses from past years.

List the total amount of outstanding Student Loans, including this loan. (The total amount of outstanding ASME Auxiliary Student Loans, including the current loan being applied for not to exceed $10,000)

Request an Official Transcript from your University (which must include your GPA and enrollment status)

All necessary Signatures; 1) Department Head, 2) Guarantors, and 3) You the Applicant (electronic signatures may not be used)

The ASME Auxiliary

*Student Loan – Application Form*

**Administered and funded by the ASME Auxiliary**

**A. Student Information**

*X**X*

Student’s Name Student’s Date of Birth

 *X X*

Student’s Permanent Mailing Address Student’s Citizenship (must be a US citizen or permanent resident)

 *X*

 Name of School

 *X*

 Student’s School Mailing Address

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *X X*

Student’s Permanent Telephone Number Student’s Telephone Number at School

 *X X*

Student’s Permanent E-Mail Address Student’s E-Mail Address at School

 *X*

School Being Applied to if Different than Current

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *X* Academic Status During upcoming term

ASME Student Membership Number Expected Date of Graduation

 Office(s) held or other significant ASME activities:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| 1. | 4. |
| 2. | 5. |  |  |
| 3. | 6. |  |  |
| Do you wish to receive follow-up loan correspondence at your: |  | School Address \_\_\_ |  |
|  |  |  Permanent Address \_\_\_ |  |

**B. Resource/Expense Information (Attach additional pages, if needed)**

1. List of Anticipated Resources during *academic year (Fall 20\_\_ to Fall 20 )*

Wages/Income $ \_\_\_\_\_\_\_\_\_\_

Personal Assets (Bank Accounts, etc.): $ \_\_\_\_\_\_\_\_\_\_

Scholarships/Loans (Available Balances): $ \_\_\_\_\_\_\_\_\_\_

Other Financial Sources and Amount(s) (please explain):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_

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**Total Winter/Spring or Summer/Fall Term Resources:** (1) $ \_\_\_\_\_\_\_\_\_\_

2. List of Anticipated Expenses during *academic year (Fall 20\_\_ to Fall 20 )*

Tuition and Fees: $ \_\_\_\_\_\_\_\_\_\_

Room and Board: $ \_\_\_\_\_\_\_\_\_\_

Miscellaneous Educational Expense(s) (Books, etc.) $ \_\_\_\_\_\_\_\_\_\_

Personal Expenses (If during the term (a) and/or (b) are applicable, please explain in Part 3):

* 1. Support of Dependents:
	2. Other Financial Obligations (Please itemize in the space below the amount of monthly payments, and lending institution for each loan and/or credit card in space below):

(b1) Loans, other than other outstanding ASME Auxiliary Student Loans:

(Total amount of outstanding ASME Auxiliary Student Loans, including the current loan being applied for not to exceed $10,000)

(b2) Credit Cards:

(b3) Other, please explain:

**Total (*During academic year (Fall 20 to Fall 20 )*:**

**Loan Amount Requested (Subtract Total 1 from Total 2, but not to exceed $10,000):**

1. Personal Data (please describe your current family/marital/dependents situation as pertaining to the application):

$ \_\_\_\_\_\_\_\_\_\_

(b1)$ \_\_\_\_\_\_\_\_\_\_

(b2)$ \_\_\_\_\_\_\_\_\_\_

(b3)$ \_\_\_\_\_\_\_\_\_\_

2) $ \_\_\_\_\_\_\_\_\_\_

**$ \_\_\_\_\_\_\_\_\_\_**

The following conditions shall govern the grant and repayment of the loan:

* 1. The loan will bear interest at a rate of 4% per annum, calculated on the unpaid principal balance. Interest will not commence until six (6) months after the earlier to occur of (i) completion of degree requirements for which the loan is granted or (ii) termination of full-time enrollment in the degree program for which the loan is granted.
	2. Repayment of the loan will be made in equal payments including principal and interest as follows:
		1. the initial monthly payment of the 36-month series is due six (6) months after the earlier to occur of (i) completion of degree requirements for which the loan is granted or (ii) termination of full- time enrollment in that degree program.
		2. the principal loan balance, the applicable interest rate and the number of remaining months to

maturity are taken into account to calculate the constant monthly payment, which is due by the last day of each month.

* 1. Upon graduation, extension of loan for studies in a mechanical engineering or a mechanical engineering technology graduate program, or termination of full-time enrollment in the degree program for which the loan is granted, I will keep the ASME informed of any change in the academic or address information given on my application within 30 days. Each Guarantor’s information must also be kept current until your loan commitment is completed.
	2. I understand that a one-time Graduate Education Extension may be awarded with approval of the ASME Auxiliary Student Loan Committee if I am enrolled in full-time studies towards a master’s degree in Mechanical Engineering or Mechanical Engineering Technology.
	3. ASME membership must be maintained until loan is paid in full. If your membership drops while your loan is outstanding you are considered in default.
	4. The borrower will execute a promissory note before distribution of the requested funds and two Guarantors will execute a guaranty with respect to the promissory note. Permissible Guarantors can be a parent, guardian or a relative. Spouses and other students may not be Guarantors**.** Guarantors must reside in North America.
	5. Guarantors signing the Guaranty(s) should be the same individuals listed on the Loan Application. In case other individuals sign the Guaranty(s), full information as listed in the Loan Application must be provided when submitting the Guaranty(s)
	6. Each Guarantor of this application is made fully aware of the legal obligation to repay the loan and that he/she is financially able to assume this obligation. Upon any default of payment of principal and interest, the Guarantors will assume the responsibility of continuing to make payment until the entire loan, with interest, is paid in full. The ASME Auxiliary has the right to draw a credit report concerning this transaction.

I) Student and the Guarantors are responsible for any collection costs, including agency and/or attorney fees, in event of default.

**C. Certification**

The information given on this form is true and complete to the best of my knowledge. If requested, I can and will provide backup data to support the information as recorded.

 /

Student’s Name (Please Print Clearly) Student’s Signature / Date

**Guarantor Number 1**

 \_ /

Name of Proposed Guarantor No. 1 (Please Print Clearly) **Signature** of Proposed Guarantor No. 1 / Date

 \_

Guarantor No. 1’s Permanent Street Address Guarantor No.1’s Permanent City, State and Zip Code

 \_

Guarantor No. 1’s Telephone Number Guarantor No. 1’s Email Address

Guarantor No. 1’s Relationship to Applicant Guarantor No. 1’s Social Security Number (Parent/Guardian/Relative)

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Guarantor No. 1’s Occupation Guarantor No. 1’s Employer

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Guarantor No. 1’s Employer’s Street Address Guarantor No.1’s Employer’s City, State and Zip Code

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Guarantor No. 1’s Employer’s Telephone Number Contact Name for Employer

**Guarantor Number 2**

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Name of Proposed Guarantor No. 2 (Please Print Clearly)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_

**Signature** of Proposed Guarantor No. 2 / Date

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Guarantor No. 2’s Permanent Street Address Guarantor No.2’s Permanent City, State and Zip Code

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Guarantor No. 2’s Telephone Number Guarantor No. 2’s Email Address

Guarantor No. 2’s Relationship to Applicant Guarantor No. 2’s Social Security Number (Parent/Guardian/Relative)

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Guarantor No. 2’s Occupation Guarantor No. 2’s Employer

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Guarantor No. 2’s Employer’s Street Address Guarantor No.2’s Employer’s City, State and Zip Code

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Guarantor No. 2’s Employer’s Telephone Number Contact Name at Employer’s Office

**D. Recommendation of Department Head**

Current GPA

Undergraduate Graduate

Comments on scholastic record and potential for success

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 X /

Department Head Signature / Date

 X

Department Head Name (print clearly or type)

 X

Department Head Street Address

 X

Department Head City, State, ZIP

 X X

Department Head Telephone Number Department Head E-mail Address

**E. Understanding of Agreement and Signature**

In making this application, I have carefully read the Student Loan Fund Information Sheet and Loan Application Form and will be bound by the statement therein. I have read my answers and do affirm the correctness of every statement. I promise to use this loan for no purpose other than the necessary expenses of continuing my education in Mechanical Engineering. I also promise to answer promptly correspondence relating to the loan, and to keep the Auxiliary Student Loan Fund Treasurer and ASME Student Loan Committee informed of the Guarantors' and my current addresses and advised of the character of my work and remuneration as long as my indebt.

 X X

Signature of Student Date

**F. Accompanying Documents**

Official Transcript – must show GPA plus your current enrollment status

If you are a permanent U.S. resident BUT NOT a US Citizen you must include your Alien Registration Number and Nationality.

## Citizenship / Nationality

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alien Registration Number - (if applicable)

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Failure to provide a completed application will result in the disqualification of your Student Loan submission.**

**How did you learn about the ASME Auxiliary’s Student Loan Program? (please check one)**

 \_\_\_ ASME Website \_\_\_ ASME E-mail Notice \_\_\_ Faculty Advisor/Dept. Head

 \_\_\_ College Financial Aid Office \_\_\_ Fellow Student \_\_\_ Other Website (please identify)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please scan your application, Official Transcript with your GPA and current enrollment status into one single PDF, then upload it to <https://asme.sharefile.com/remote/02c1da93-9666-469c-a281-b4808ccdc8fc>

You will also need to mail a hard copy **with the original signatures** to;

ASME Auxiliary Student Loan Program

c/o David Soukup – 7th Floor

Two Park Avenue

New York, NY 10016