

# Kendall Laptop Loan Procedures

Contact: Financial Aid: 616.451.2787 or 800.676.2787

- Kendall College of Art and Design of Ferris State University students who are purchasing their laptops prior to the beginning of a semester may request a short-term laptop loan (must meet eligibility requirements).
- The amount of this loan will be approved by the Director of Enrollment Management.
- Short term Kendall College of Art and Design of Ferris State University laptop student loans may be requested by submitting a letter to the Financial Aid Office at:

Mail: Kendall College of Art and Design  
of Ferris State University  
Attn: Financial Aid  
17 Fountain Street NW  
Grand Rapids, MI 49503

Fax: 616 831.9689

Email: [kcadфинаid@ferris.edu](mailto:kcadфинаid@ferris.edu)

The letter should include a breakdown of all costs (itemized list from the Kendall Apple Store) and the total of loan requested. Also please list your name, address, and student ID number.

- Once approved, the student will be required to complete a Short Term Kendall College of Art and Design of Ferris State University Laptop Student Loan Promissory Note.
- A charge in the amount of the loan will be placed on the student's tuition and fee account on July 1 or thereafter for fall semester. Charges for spring semester will be placed on account after November 1, and summer charges will be done after March 1.
- A University check will be issued the Friday following the approval of the loan and will be mailed to the student's permanent address. If the student has a direct deposit account, the loan advance will be transferred to that direct deposit account.
- If the student has sufficient financial aid, the loan will be paid from the financial aid refund. Note: a student must be eligible for financial aid as demonstrated via the FAFSA form. Non-financial aid students are not eligible for this short-term loan.
- The student will need to pay the loan in full if the student does not have sufficient financial aid. This loan must be repaid by the last payment date of the semester for which the funds are advanced. Fall date is October 15<sup>th</sup>, Spring date is March 15<sup>th</sup>, and Summer date is July 15<sup>th</sup>.

Students who have not repaid the loan by the last payment date of the semester for which it was issued will have a registration and transcript hold placed on their student account.

**Note:** Fall requests will be reviewed after July 1, Spring requests will be reviewed after November 1, and Summer requests will be reviewed after March 1.