



INSTRUCTIONS FOR CONTINUING EDUCATION STUDENTS

The University of North Florida can certify private loans for certain non-credit courses offered through the UNF Division of Continuing Education (DCE). Private Loans, offered by banks and financial institutions, are based on your credit profile. The student and/or co-signer must be creditworthy as determined by the lender. Eligibility criteria may vary per lender. The loan application process with the lender must be completed before UNF can certify and award the loan.

The UNF Division of Continuing Education Private Loan Processing Form is not a loan application. This form notifies the UNF Division of Continuing Education (DCE) staff that you wish to enroll and pay for a DCE course using a private loan. Please review the steps below before completing the form on the next page.

1. Select the DCE course for which you are requesting private loans. Limited DCE courses are eligible at this time:
 - a. [Animal-Assisted Services Certificate Program](#)
 - b. [APICS Logistics, Transportation and Distribution](#)
 - c. [Corporate Supply Chain Certificate](#)
 - d. [In the Footsteps of St. Francis \(Italy study abroad\)](#)
 - e. [Project Management Certificate and PMP Certification Prep Course](#)
 - f. [SHRM-CP/SCP Preparation Course](#)
2. Search online for "private student loans for non-degree seeking students." UNF does not recommend specific lenders. Review the terms and application information for each lender and select your preferred lender. **NOTE: Do not complete the private loan application with your lender at this time.** UNF DCE must review your course eligibility before you apply for the loan.
3. Complete the UNF DCE Private Loan Processing Form below no later than three (3) weeks before course start date and submit the form to unfce@unf.edu. Make sure to physically sign; no digital signatures accepted. Once UNF DCE has reviewed your form, we will contact you by email if you are eligible to move onto the next step.
4. Complete a private loan application with the lender you have selected using UNF's school code: 009841. Remember to review all terms of the disclosure statements for interest rates, fees, loan balance, and number of payments. Your private lender will notify you if you have been approved or denied. **NOTE:** It is recommended that you do not apply more than six (6) weeks before the course start date to avoid credit check expiration.
5. Provide a copy of your loan approval notification, including the amount approved, to unfce@unf.edu. DCE will provisionally register you in the course at this time. Provisional registration allows you to participate in the course; official registration will occur after the loan process is fully completed. **Once provisionally registered in the course, if for any reason your loan does not disburse or you drop or cancel, you are responsible for any unpaid fees or course materials purchased on your behalf.**
6. After the above steps are completed, you will receive additional instructions from DCE on how to login to UNF's myWings portal and enter your social security number. This step must be completed quickly in order to successfully process your loan.
7. Your course tuition charges will then post to your myWings account. If your expected loan amount is less than the course tuition, you must pay the balance due to Student Financial Services prior to the start of the course.
8. When the full loan process with the lender is complete, the lender will send the School Certification request to UNF for final approval. Once UNF receives the certification request and completes the loan process, the loan will disburse to the course charges on your account.

Please contact the UNF Division of Continuing Education at unfce@unf.edu or (904) 620-4200 with any questions.



STUDENT INFORMATION

Nation of Citizenship: _____

UNF N# (if you already have one): N _____ Employer and Occupation: _____

Title _____ First Name _____ Middle Name _____ Last Name _____

Gender: Female Male Prefer not to disclose

Date of Birth: Month _____ Day _____ Year _____

PRINT your permanent address: All University correspondence will be mailed to this address.

Street Address: _____

City: _____ State/Nation: _____ Zip: _____ Email Address: _____

Home Phone: (_____) _____ Cell Phone: (_____) _____

CONTINUING EDUCATION COURSE INFORMATION

Course Name: _____ Course Start Date: _____

Course Price: \$ _____

PRIVATE LOAN LENDER INFORMATION

Lender Name: _____ Lender Code: _____

Loan amount to be requested on lender application (not to exceed course price above): \$ _____

By signing below, you certify that you have read and understand the requirements for receiving a private loan for non-credit courses and all the information reported on this form is accurate and true.

In addition, if approved for a private loan, you certify that any tuition not covered by the loan must be paid prior to the start of the course, and if for any reason your loan is not approved or you withdraw, you are responsible for any unpaid fees or course materials purchased on your behalf.

NOTE: You must physically sign and date the form; digital signatures are not accepted.

Signature

Date

Once completed, submit this form to unfce@unf.edu