



Alternative Education Loan Form

Academic Year 2025–2026

Date: _____

Student Name: _____

CUNYFirst ID#: _____

Name of Lender: _____

Requested Loan Amount: \$ _____

Important Information Before You Apply

- Apply for any free or lower-cost Federal or State grants and scholarships.
- Use up your Federal Direct Loan eligibility first (subsidized and unsubsidized loans).

Important Things to Know About Private Loans:

- They usually have higher interest rates because they're based on your credit score.
- You can only borrow up to your total cost of attendance, minus any financial aid you already have.
- Taking out a private loan may reduce your eligibility for free or lower-cost financial aid.
- You must be meeting Satisfactory Academic Progress (SAP).
- Private loans are only good for one academic year (Summer 2025, Fall 2025, and Spring 2026).

What Semesters Will Your Loan Cover?

Please check all that apply:

Summer 2025 _____

Fall 2025 _____

Spring 2026 _____

What Would You Like to Do?

Choose one option below, then sign the form:

- A. ____ I understand my options, but I still want to take out a private (alternative) loan only.
- B. ____ I want to use Federal Direct Loans first. Once my Direct Loan is certified, if I still have a balance, then process my private loan for the remaining cost.
- C. ____ I want to cancel my request for a private (alternative) loan.

Print Your Full Name: _____

Signature (wet signature required): _____

What Happens Next?

- After your loan is approved, you'll get a Disbursement Notification from your lender.
- Once your lender sends the money to CityTech's Bursar's Office (this can take up to 10+ business days):
 - - Any unpaid tuition and fees will be automatically deducted.
 - - If you have money left over, and you've set up Direct Deposit, it will be sent to your bank.
 - - If not, a check will be mailed to the address on your CUNYfirst account.
- It usually takes about 10 business days after the Bursar receives the funds to get your refund.

How to Upload This Form

After you complete the form, upload it through your CUNYfirst account.

Follow the instructions here:

Upload Instructions (PDF): https://www.citytech.cuny.edu/financial-aid/docs/filenet_upload_instructions.pdf

☒ Be sure to select "Alternative Loan" under Document Type!

For Office Use Only

Name of Program: _____

Expected Graduation Term: _____

Full-Time ____ Part-Time ____

Cost of Attendance: \$_____

Financial Aid Received: \$_____

Need: \$_____

Amount Certified: \$_____

Counselor's Signature: _____

Date: _____