UW Institutional Loan Processing
Roles & Responsibilities

Process Step	Responsible Party
Determine eligibility	OSFA or Academic Department
Check with Financial Aid to confirm additional funds will not reduce any existing aid (Recommended)	Academic Department
Loan Authorization and TILA Requirement • **Complete loan authorization (student application)** • **Complete TILA requirement - disclosure 1** • **Complete TILA requirement - disclosure 2 & self-certification** • **Send loan authorization, disclosure 2 (copy) and self-certification to SFS**	OSFA or Academic Department
Authorize loan on SDB (if applicable)	SFS
Prepare promissory note and other documents – disclosure 3	SFS
Sign promissory note and all required documents	Student
Update SDB with signature and place 3 business day TILA hold	SFS
Disburse loan after mandatory hold	SFS
Send loan information to Heartland ECSI for billing	SFS
Provide billing service for loan and send loan information to credit bureaus	Heartland ECSI
Process request for cancellation, deferment, or forbearance	SFS
If needed – begin collections process	SFS