**TEXAS A&M UNIVERSITY - COMMERCE**

**Institutional Loan Procedure**

The Texas A&M University-Commerce Institutional Loan program offers two types of short term loans—tuition loans and Leo personal loans.

Tuition loans pay the full amount of tuition/fees only and cannot be used to pay housing or other university charges (including UPD traffic tickets). Students do not receive a check with this loan-a credit is made to offset tuition/fee charges. Tuition loans can cover course fees as well, but not late registration fees. Applications for Tuition Loans must be submitted by the 20th class day for Fall/Spring terms and the 15th class day for summer terms.

Leo personal loan proceeds are intended to pay educational expenses (books, supplies). Loan limits will vary between terms. Support documentation may be required with your application. If you have set yourself up for direct deposit refunds then your Leo personal loan will be disbursed to you that way. Otherwise your Leo personal loan will be disbursed by check and will be available within 2-3 working days.

**Eligibility for short-term loans:**

* Must be enrolled in the given term.
* Must be in good standing with the university.
* Limited to one emergency loan or one book credit per semester.

**Requirements to get a 1098-T form:**

* Students with a payment with a transaction date in the prior tax year (regardless of term).
* Students with a valid SSN (not system generated, ex. pidm <> last 6 digits of SSN).
* Students with a valid address type of Local (L), 1098 Tax Address (T), Billing (B) or Permanent (P).

**Where students can access their 1098-T form:**

* Online, at <https://tra.maximus.com/traPortal/Register>
* Online, at <https://myleo.tamuc.edu>
* Tax forms are generated and mailed to all students in January.
* The 1098-T tax form can be mailed or emailed to a student by request if the mailing or email address matches what is in Banner. (Cannot be mailed to emailed to any other address that is not in Banner)

**Things We Cannot Provide:**

* Student tax information cannot be provided to a parent or spouse. Only when there is a FERPA authorization on file can tax information be shared with a parent.
* Being an authorized user in Touchnet does not give parents access to 1098-t information.  Tax information can be sent it only to the student and they can share it with a parent if they wish.
* Do not share 1098-T information with accountants, tax preparers or other third-parties even if they say that the student/parent authorized them to call.

**Note**

* 1098-t information is available in Banner at TSATAXN
* IRS instructions for 1098-T, at <https://www.irs.gov/pub/irs-pdf/i1098et.pdf>
* About form 1098-T, at <https://www.irs.gov/forms-pubs/about-form-1098-t>
* Spring charges will have an initial effective date after January 1st so that Spring 2023 charges do not show on the 2022 1098-t.