



CAREER DEVELOPMENT CENTER

LSG 500/LNG 300  
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State University of New York  
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Division of Student Affairs

## CAREER ADVANCEMENT PROGRAM

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Do you need money to help cover expenses associated with career-related activities such as:

- Travel to present a paper at a professional meeting
- Participation in a non-paying internship
- Travel to visit a graduate program
- Graduate school application fees
- Interview attire
- Dissertation research
- Lodging and travel for a job or internship interview
- Application/credentials fees

CDC has help. Through a generous gift from the May Company, parent company of Lord & Taylor, current matriculated Binghamton students can apply for a short-term loan.

The Career Advancement Program (CAP) is a revolving loan fund to which students may apply for funds to support expenses associated with exploring career interests, pursuing an internship, applying to graduate school, or seeking employment. If you're unsure of the appropriateness of a request, seek the advice of a CDC Counselor.

### What are the terms?

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CAP is an interest-free loan of up to \$300 for a period of six months. The loan can be repaid over time or all at once. If the loan is not paid after six months a \$5 per week service charge is applied for up to five weeks. If after five weeks the loan is not repaid the recipient is placed on the University's delinquent list. Students who have outstanding emergency loans or other delinquencies through the University will not be awarded a CAP loan.

### How to apply for a CAP loan:

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- Complete the CAP application form available in CDC South or [online](#) and include appropriate documentation about the career-related activity;
- Visit with a CDC counselor during Counselor-on-Call;
- Take completed and CDC signed application to the Foundation Office located on the second floor of the Cooper Administration Building'
- Once approved, applicants will receive a check within ten days.

The Binghamton University Foundation and the Career Development Center cooperatively manage the Career Advancement Program.



State University of New York