

**Purdue University
Office of the Dean of Students
Emergency Loans
Pilot Procedures for Statewide Technology Sites**

What is an Emergency Loan?

- An Emergency Loan through the Office of the Dean of Students is a 30-day, interest free loan, provided to eligible students for emergency, short-term use.
- The limit on the loan amount for domestic students is \$200; for international students the limit is \$500.

Eligibility for Emergency Loan

- To be eligible for an emergency loan, a student must be:
 - Currently registered at Purdue University
 - Free of encumbrances totaling more than the loan amount
 - Eligible for a loan under non-repayment of loan policies (below)

Purpose of Emergency Loan

- The purpose of Emergency Loan is to provide short-term, emergency assistance to students in need of the loan to help maintain student status.

Processing an Emergency Loan from a Statewide Technology location

1. The site coordinator will confirm that the student is currently registered.
2. The site coordinator will confirm the student's identity by requesting a picture identification card from the student.
3. The site coordinator will provide the student with a loan application card.
4. The site coordinator will contact Kathy Peters or Steve Akers at (765) 494-1254 to inform of incoming faxed loan application.
5. The site coordinator will fax the application card to ODOS attention "Emergency Loans", at fax (765) 496-1550.
6. Kathy or Steve will review the student's eligibility criteria (current registration, encumbrance status, and previous emergency loan history) and either approve or deny the loan.
7. If approved, the emergency loan clerk will fax a promissory note to the site coordinator for the student's signature. If denied, Kathy or Steve will contact the site coordinator to discuss.
8. The site coordinator will fax the signed promissory note to the emergency loan clerk, along with the site coordinator's mailing address.
9. The emergency loan clerk will mail the check to the site coordinator.
10. The site coordinator will give the check to the student after verifying the student's identity.

Repayment of Loan

- Loans are due 30 days from the date the loan is issued.

- Payment is accepted in check, money order, or cash (in person). A check or money order should be made out to Emergency Loan Fund, and the student's name and student identification number should appear on the check or money order.
- Payments may be mailed to Emergency Loan Clerk, Schleman Hall of Student Services, Room 207, 475 Stadium Mall Drive, West Lafayette, IN 47907-2050.
- Payments may be made in person in the Office of the Dean of Students, Room 207, Schleman Hall between 8:30 a.m. and noon, and 1:00 - 5:00 p.m.
- If a student has questions regarding the loan or repayment, he or she may contact the emergency loan clerk at (765) 494-1237.

Consequences of Non-repayment

- If a student does not repay the emergency loan in 30 days, the student's loan amount will be sent to Accounts Receivable and the student's record will become financially encumbered.
- Payments for encumbered loans must be made to the Bursar's office.
- A student is ineligible for the emergency loan service for four months following the date the student repays an encumbered loan.
- After a second encumbrance for failure to repay an emergency loan, the student will no longer be eligible for this service.