

**Texas Woman's University**  
**Student Life Emergency Loan**  
**Loan Application Procedures**

The Student Life Emergency Loan fund is design to help students with unexpected emergency circumstances. **It is NOT intended to help pay tuition, fees, or books.** Additionally, the fund may not be used for payment of University expenses (i.e., Residence Hall room/board, parking tickets, library fines, etc.) nor may it be used for illegal activities/matters. The loan fund is designed to assist students with unplanned financial burdens such as medical expenses, childcare, lost jobs, car repairs, and other personal emergency situations which might interfere with continued enrollment or academic success. Students may borrow up to \$500.00 through the loan fund per semester or summer session for a maximum of two loans per calendar year.

**Important: Student Life Emergency Loan funds are limited; therefore will be awarded on a need basis as long as funds are available. Students may apply and be awarded funds through the academic year for Student Life Emergency Loan only one time per semester or summer session for a maximum of two loans per calendar year. Students who have been delinquent in payment are not eligible for future emergency loans.**

#### **How to Apply?**

- Complete a Student Life Emergency Loan application and submit it to the Office of Student Life (Student Center #206-Denton Campus). On the Dallas Parkland & Presbyterian, and Houston campuses, the Student Life Emergency Loan Fund will be processed through the Student Life Coordinator's office on their respective campus.
- Turn in relevant documentation
- Complete a promissory note for the funds you are requesting and submit it along with your application. You will be required to show picture identification at the time you submit your application and promissory note.

#### **How are Loans Awarded?**

- Applications which are incomplete can not be processed.
- A staff member in the Office of Student Life will verify that the applicant is currently enrolled at TWU and does not owe the University previous charges.
- Approved applications will be processed by the Office of Student Life and payment will be available through the TWU One Card
- Students must possess a minimum of a 2.0 GPA and be in good standing with the university.

#### **Who is Eligible to Receive a Loan?**

- Currently enrolled students....Loans are not awarded to past or future students.
- Students who do not owe the University money.

#### **Loan Repayment?**

- Students may repay their loan at the Cashier's window (ACT 1st floor) anytime prior to the due date.

#### **Delinquent Loans?**

- Students will be billed for the loan amount after failure to repay by the due date. Students who do not repay their loan will be turned over to a collection agency and a 33% collection fee will be accessed. Additionally, a block will be placed on the student's academic record of the delinquent loan, which will prevent future registration of classes and receipt of transcripts until which time payments is received by the university.

*For more information, contact:*

*Office of Student Life, Denton Campus, Student Union #206 (940) 898-3601*

*Office of Student Life Dallas Campus (214) 689-6697, Houston Campus (713) 794-2157*

Date/Time Received: \_\_\_\_\_  
Verification of Eligibility: \_\_\_\_\_  
Approval: \_\_\_\_\_

**STUDENT LIFE EMERGENCY LOAN APPLICATION**

The Student Life Emergency Loan is intended to help students with unexpected emergency circumstances  
Maximum loan amount is \$500.00 per semester

Name: \_\_\_\_\_ ID# \_\_\_\_\_ Classification \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

The amount you are requesting \$\_\_\_\_\_.

Are you currently enrolled at Texas Woman’s University ? \_\_\_\_ Yes \_\_\_\_ No Campus \_\_\_\_\_

Have you applied for any other assistance? If yes please describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please explain your emergency situation and why you think this loan will help you continue your education at TWU? (Provide documentation of emergency)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**How do you plan to repay the loan in 30 days? (Please submit any proof, i.e. documentation of employment)**

\_\_\_\_\_  
\_\_\_\_\_

Choose how you wish to receive your Student Life Emergency Loan. (check one)

- Remember that the fastest way for students to have access to their funds is to choose the easy refund (ONE account) and have their funds credited to their TWU ONE card in ONE business day.
- If they opt to have the funds sent via ACH to an existing bank account, they will receive their funds in 1-3 business days.
- Of they opt to have a paper check mailed to the from Higher One. It will take 5 more days for them to receive their refund.

I hereby verify that all information provided above is correct. I give my permission to the Office of Student Life to research any further information that could benefit my application process.

\_\_\_\_\_  
Applicant Signature Date