

Texas Womans University
Student Life Emergency Loan
Loan Application Procedures

The Student Life Emergency Loan fund is designed 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 \$350.00 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, funds 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 a future emergency loan.

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.
- 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 a check will be available at the Bursar's window three to five working days following submission of the application.
- 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.
- Student representatives working with the loan fund are not eligible to receive money from the fund.

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 for the delinquent loan, which will prevent future registration of classes and receipt of transcripts until which time payment is received by the university.

For more information, contact:

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

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

For Office Use ONLY:

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 \$350.00 per semester

Name: _____ ID# _____ Classification _____

School/Local Address: _____

Permanent Address: _____

School Phone Number: _____ Permanent Phone Number: _____

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)

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

*Applications will be reviewed daily. Approved loan fund applications received prior to 12:00 p.m. will be available for pick-up at the cashier's window **three** working days after submission.