

STUDENT SHORT-TERM LOANS

PURPOSE

This document provides guidelines for loans primarily for books and supplies.

POLICY

1. Student Loan Guidelines are as follows:
 - a. Loans will be made only to students who have sufficient financial aid on account for the current semester to cover the loan.
 - b. Loans will be made only to "cleared" students. Loans will be made up to \$200.00. Students may receive one (1) student short-term loan per semester.
 - c. All loans will be processed through the weekly accounts payable check run and disbursed Friday morning. Hand written checks will not be issued.
 - d. Loans will be disbursed beginning the second week of the semester.
 - e. The Director of Student Accounts, under special circumstances, may waive any of these guidelines.

REVIEW

This policy will be reviewed annually by the Vice President for Administration and Finance.