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.