

ApplicationThe Mary and Rufus Hairston Emergency Loan Fund

Students may seek an emergency loan when an unexpected life event or circumstance takes place that causes financial hardship. The maximum loan amount is \$1,000. This loan may not be used to pay tuition or fees. In order to apply for the emergency loan, you must be an active student, enrolled in classes. If you have ever received a loan from this fund, you are not eligible to apply for another loan.

All loan recipients will sign a promise to repay agreement that outlines repayment and late fees. Students who do no repay loans by the designated due date will have a hold placed on their account, which will prevent course registration, official transcripts, or diploma until the loan is repaid.

Please Print or Type (Incomplet	te applications will result in	n a delayed	d decision)	
Name:				
Last	First		M.I.	
Billing Address: Street:		Apt.	#	
City:	State	:	Zip code:	
WSSU Email Address:	Phone #	#:		
BANNER ID #:	Date of Birth:/	/		
Classification: \square Freshman \square Sophomore \square Junior \square Senior \square Graduate				
Referred By:				
Have you received a previous lo	oan from this fund?: Y / N			
Loan Amount Requested: \$				
Is any other aid, services or cou	nseling needed due to this	event?: Y	/ N If yes, please	



What is the unexpected and/or extenuating circumstance that has resulted in this loan request?			
How will you pay this loan back? (Provide documentation if possible)			
By signing below I am indicating that I am applying for a short-term loan in the amount listed above and agree to repay this amount by the date indicated if the loan is approved. I understand that if I fail to repay the loan, late fees will apply and a hold ay be placed on my account.			
Student Signature: Date:			
PLEASE STOP HERE (To be completed by the Dean of Students Reviewing this Application)			
□ Check WSSU ID verify the student is active □ Check the student's bill and current financial aid package □ Check any other banner financial holds □ Verify if student received any prior loans from this fund □ Verbal confirmation of loan terms and repayment			
Status of Application Denial □			
Denial Reason			
Approval \square			
Loan Amount \$			
Loan Repayment Date: (Month/Day/Year)			
Approving Associate Provost's Signature: Date: Review Promissory Note and have student sign Enter student information into the loan database Notify student accounts of loan obligation Reminder email to student 10 days prior to loan due date Follow Up email if payment is late			



☐ Apply late fee \Box Hold on student account prior to class registration period if payment is not made

Promise to Repay Agr The Mary and Rufus Hairston Emer	
I,, understand that by agreeing loan, I am promising to repay the full amount of the loan that this is an interest free loan, but repaying the full am a condition of the loan, but a courtesy to other Winstonwho may need to borrow money in order to overcome at this loan is subject to a \$10 late fee.	by I understand nount in a timely manner is not only Salem State University students
Additionally, I understand that if I do not repay this loan above, the Office of the Dean of Students will place a hol not able to register for classes for the upcoming semest transcripts or diploma until the loan is repaid.	d on my student account and I will
By signing below, I,in the loan application, as well as the promissory note.	_, am agreeing to the terms listed
Student's Signature:	Date:
Dean of Student's Signature:	_ Date: