



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

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



WINSTON-SALEM
STATE UNIVERSITY

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

Promise to Repay Agreement
The Mary and Rufus Hairston Emergency Loan Fund

I, _____, understand that by agreeing to the terms of this short-term loan, I am promising to repay the full amount of the loan by _____. I understand that this is an interest free loan, but repaying the full amount in a timely manner is not only a condition of the loan, but a courtesy to other Winston-Salem State University students who may need to borrow money in order to overcome a difficult situation. Late payment of this loan is subject to a \$10 late fee.

Additionally, I understand that if I do not repay this loan in full by the date designated above, the Office of the Dean of Students will place a hold on my student account and I will not be able to register for classes for the upcoming semester or receive office University transcripts or diploma until the loan is repaid.

By signing below, I, _____, am agreeing to the terms listed in the loan application, as well as the promissory note.

Student's Signature: _____ Date: _____

Dean of Student's Signature: _____ Date: _____