

EMERGENCY LOAN REQUEST

Please complete this form in its entirety. Important eligibility and criteria information can be found on the back. Proper documentation is necessary in order for loans to be approved and processed.

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell number: \_\_\_\_\_

Have you been awarded Financial Aid? \_\_\_\_\_ YES \_\_\_\_\_ NO

Amount you are seeking: \$\_\_\_\_\_ (\$500 maximum loan request)

LOANS MUST BE PAID IN FULL WITHIN THE DUE PERIOD (45 DAYS FALL/SPRING SEMESTER OR 30 DAYS IN SUMMER SEMESTER) OR LAST DAY OF CLASS FOR THE SEMESTER IN WHICH YOU ARE REQUESTING THE LOAN, WHICHEVER DATE COMES FIRST.

1. Please explain your unforeseen emergency. What will you be doing with this money? Be as explicit as possible and attach any supporting documentation.

2. What are your plans for paying off this loan?

I CERTIFY THAT THE INFORMATION PROVIDED ON THIS REQUEST FOR AN EMERGENCY LOAN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Emergency Loan Information

The Dean of Students office is proud to offer this service to University of Houston students who are facing unforeseen emergency situations. In order to properly submit this paperwork and have your request reviewed, please review the following information on the next page:

FOR OFFICE USE ONLY

APPROVED: \_\_\_\_\_ YES \_\_\_\_\_ NO AMOUNT: \$\_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

ADVOCACY FORM SUBMITTED ONLINE: \_\_\_\_\_ YES \_\_\_\_\_ NO

**EMERGENCY LOANS CANNOT BE USED:** for the purchase of books, toward tuition costs, to off-set room & board fees, nor to pay another outstanding loan/debt to the University of Houston.

### **ELIGIBILITY CRITERIA**

- Currently enrolled in a minimum of 6-credit hours.
- Have no past-due, short-term loans or a history of past-due, short-term loans.
- Have no outstanding returned checks or a history of returned checks.
- Have no financial stops (verified through myUH Enrollment Services).
- Be current on university debts (no delinquent debt).
- Must be in good standing with the University of Houston (not on academic or disciplinary probation).

### **WHAT TO SEND WITH YOUR REQUEST**

- A copy/picture of your Cougar Card ID (both front and back sides)
- Documentation associated with your stated emergency (see below for examples)

### **SUGGESTED DOCUMENTATION**

**Living Expenses:** billing statements, past-due notification, termination of service letters.

**Transportation Expenses:** car payment statement, insurance bill, repair estimates/bills.

**Medical Expenses:** billing statement, past-due notification, estimate for service/procedure.

**Rent:** billing statement, past-due notification, eviction notice, lease agreement.

**Illness or Family Death:** medical records, death certificate, obituary, etc.

**All documentation should include the following information when applicable:** Provider/Company name, address, telephone number, date (statement, due date), student's information (i.e. name & address). For additional questions, please consult a Student Advocacy Services team member.

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### **FREQUENTLY ASKED QUESTIONS**

**Q: *Do I need to make an appointment?***

A: No, you simply need to complete the necessary forms found on our website ([www.uh.edu/DOS/advocacy-support/emergency-loan](http://www.uh.edu/DOS/advocacy-support/emergency-loan)) and follow the instructions before submitting to [DOS@UH.edu](mailto:DOS@UH.edu) from your UH student email account.

**Q: *What constitutes an emergency?***

A: Unexpected or unforeseen expenses that have an impact on your educational experience.

**Q: *What are the interest & fee terms of the e-Loan I receive?***

A: Students have 45 days (spring & fall), 30 days (summer), or until the last day of classes for the current term (whichever is soonest) to pay the loan back to the University. A \$5 fee is added to the loan. These loans do not accrue interest.

**Q: *May I request more than \$500?***

A: No. The maximum request is \$500 per semester. Well-documented, reviewed, extenuating circumstances may be considered for an additional loan if specific criteria can be met.