

EMPLOYEE EMERGENCY LOAN INFORMATION SHEET

Employees are eligible for an Employee Emergency Loan every two years. An employee must be in a career staff position, have completed their probationary period and received an overall standing of “Solid” or better. The maximum amount of a loan is \$1000.00. It generally takes four to five working days from the time a loan package is turned in until the employee gets the funds. A loan package consists of the following:

- 1. Completed and signed loan application.**
- 2. Signed Employee Emergency Loan Policies acknowledgement.**
- 3. Written denial of loan application from bank or credit union.**
- 4. Documentation as to what the loan is for (i.e. car repair estimate if the loan is for car repairs)**

Return completed package to Student Business Services, Mail Code 0050

