

# HR The Office of Human Resources at Dartmouth College

7 Lebanon Street • Suite 203 • Hanover • New Hampshire • 03755-2112

## STAFF LOAN FUND APPLICATION

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

NAME: \_\_\_\_\_

SS# or DART ID: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DEPT: \_\_\_\_\_

I would like to request a loan from the Staff Loan Fund in the amount of \$\_\_\_\_\_ (maximum of \$1,000.00). The loan will be repaid in bi-weekly amounts of \$\_\_\_\_\_ (the loan must be paid back within a 10 month period, i.e. a \$1,000.00 loan, the minimum repayment would be \$50.00 based on twenty deductions).

I am requesting the loan for the following reason(s):  
(please be as specific as possible)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that upon approval of the loan I will not be eligible to receive another Staff Loan for a period of two (2) years.

I can be reached at extension \_\_\_\_\_, and my Hinman box # is \_\_\_\_\_.

I can be reached through BlitzMail YES \_\_\_\_\_ NO \_\_\_\_\_

*\* Please note: Approval depends on availability and eligibility. Upon being approved, processing time will take between 10-12 days.*

Applicant Signature: \_\_\_\_\_

With Application:  
ID Presented: \_\_\_\_\_  
Date: \_\_\_\_\_  
Reviewers Initials: \_\_\_\_\_  
A/P Direct Deposit? \_\_\_\_\_

To Sign Forms:  
ID Presented: \_\_\_\_\_  
Date: \_\_\_\_\_  
Reviewers Initials: \_\_\_\_\_

For Check (if applicable):  
ID Presented: \_\_\_\_\_  
Date: \_\_\_\_\_  
Reviewers Initials: \_\_\_\_\_

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## Staff Loan Program

Benefits eligible non-exempt employees may apply for an interest free loan of up to \$1,000. The loan is intended **for emergency use only**. Repayment must be made within a ten month period through payroll deductions, the minimum repayment is \$50.00 based on twenty deductions.

Once approved, there is a two (2) year wait before an employee can apply for another loan. Additional funds cannot be requested if an employee has an outstanding loan or has not exhausted the two-year waiting period.

### Procedure

To apply, a Staff Loan Fund application must be completed and submitted in person to a Human Resources Representative. The employee will need to present, in person, a picture ID (employee ID card, picture license or passport) at the time the application is submitted. The application may not be processed without review of ID, therefore **applications cannot be submitted via the mail, fax or electronically**.

Applications will be reviewed to make sure the employee is eligible to take the loan. Total application processing time is 10 to 12 days.

The employee will be notified as soon as the loan is approved. It is necessary for the employee to sign a promissory note and an acknowledgement of the terms of the loan before payment is issued. An employee must present ID when signed forms or picking up a check in the Human Resources Office.

### Contact Information

Benefits Office at (603) 646-3588 or [human.resources.benefits@dartmouth.edu](mailto:human.resources.benefits@dartmouth.edu).