

EMERGENCY STUDENT LOANS

AP No. 5421

Board Reviewed: 2/17/10

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I. AMOUNT AND TERMS

- A. Loans shall normally be made for amounts not to exceed \$ 200.00 per individual student for the purchase of books and necessary related materials, but greater amounts may be awarded by the Director of Student Activities when warranted by special circumstances of an individual case.
- B. Loans shall normally be made for a period not to exceed 60 days, but a longer period may be granted by the Director of Student Activities when warranted by special circumstances on an individual basis.
- C. No student shall receive or be eligible for more than one emergency loan per semester. However, the Director of Student Activities may determine that special circumstances require an extension of the time period or that more funds should be granted.
- D. The granting of such a loan will be based on need, on a non-interest bearing basis, subject to the availability of funds.
- E. To be eligible for a loan:
 - 1. Student must have a G.P.A. of 2.0 or better
 - 2. Not be on Academic, Disciplinary, or Progress Probation.
 - 3. Paid the College Service Fee for the current semester.
 - 4. Be enrolled in at least six units.
 - 5. Have no other outstanding debt to Rio Hondo College.

II. LOAN PROCEDURE

- A. Applications will be available in the Student Activities Office (CI 169) the first 10 days of fall and spring semester.
- B. Completed loan applications must be approved by the Director of Student Activities once the student has qualified for the loan. If he/she is unavailable, then the Dean of Student Life must grant approval. In the event that neither the Director of Student Activities nor the Dean of Student Life is available, the Vice President of Student Services may grant approval.

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- C. The approved application will be sent to the Cashier's window in the Administrative Building. The check should be available after 10:00 a.m. two working days from the date submitted.
- III. COLLECTION OF DELINQUENT LOANS
- IV. This procedure for collecting delinquent ASB loans shall be followed when a loan is days past due. If approved for this loan,
- A. The student agrees to repay the loan within 60 days from the date of issue.
- B. If the student does not repay the loan within the required time the following will occur until this debt is repaid.
1. A hold will be put on the student's college records.
 2. The student will not be able to register for additional classes.
 3. The student will not be able to receive subsequent loans.
 4. If applicable the student will not receive their financial aid.