

**University of Houston**  
**Dean of Students Office**  
713-743-5470 phone, 713-743-5477 fax

**EMERGENCY LOAN REQUEST**

Name: \_\_\_\_\_ PeopleSoft ID: \_\_\_\_\_

Amount Requested (maximum \$300) \_\_\_\_\_

Have you been awarded Financial Aid?                      Yes                      No

**LOANS MUST BE PAID IN FULL WITHIN THE DUE PERIOD OR LAST DAY OF CLASS FOR THE SEMESTER REQUESTING LOAN (Whichever is first.)**

*Due period: 30 day in Summer semester & 45 days in Fall or Spring semester.*

**1. Please explain your unforeseen emergency. Be as explicit as possible and attach any supporting documentation:**

**2. How will this loan money be used?**

**I certify that the facts set forth in this request for an emergency loan are true and complete to the best of my knowledge.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**

Approved:                      Yes                      No

Amount:                      Date:

Signature:

**University of Houston  
Dean of Students Office  
Emergency Loan**

**Emergency loan approved by the Dean of Students Office will not be available for the purchase of books, tuition, and room and board.**

**Criteria for Eligibility:**

- 1. Currently enrolled in at least 6 hours.**
- 2. Have no past due short-term loans or a history of past due short-term loans.**
- 3. Have no outstanding returned checks or a history of returned checks.**
- 4. Have no financial stops (you can check by going to Enrollment Services online)**
- 5. Have no delinquent university debts.**

**What to bring to the interview?**

- 1. Fee bill (needed only first week of each semester)**
- 2. Two forms of photo I.D.**
- 3. Documentation associated with the emergency.**

**Documentation needed to verify emergency:**

**Living Expenses: bills and/or past due notification**

**Car Payment, insurance, repairs: payment books, statements, estimates or name and telephone number of party rendering services**

**Medical and Dental: name and telephone number of practitioner, appointment and/or bill**

**Rent: lease agreement and/or eviction notice**

**Illness and Death in the family: medical records, death certificate, obituary etc.**

**Frequently Asked Questions**

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

**A: Yes (only exception is first week of school). You can call 713-743-5470 to schedule an appointment.**

**Q: What constitutes an emergency?**

**A: Unexpected medical emergencies or other unforeseen situations.**

**Q: What is the interest on the loan?**

**A: 12% per annum or 1% every 30 day period calculated from the loan origination date. A \$5 loan origination fee is also charged to the student account.**

**Q: May I have more than \$300?**

**A: No. The loan is limited to a maximum of \$300.**

**Q: May I have more than one emergency loan?**

**A: In general, the student is only eligible for one loan per semester. Extenuating circumstances may be considered for an additional loan if specified criteria can be met.**