

**University of Houston**  
**Dean of Students Office**  
832-842-6183 phone, 713-743-5477 fax

**EMERGENCY LOAN REQUEST**

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Amount Requested (maximum \$500): \_\_\_\_\_

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.
6. Must be in good standing with the university (not on academic or disciplinary probation).

**What to bring to the interview?**

1. Two forms of photo I.D.
2. 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/or 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 832-842-6183 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 \$500?

A: No. The loan is limited to a maximum of \$500.

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.