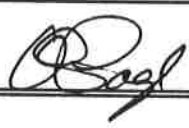


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 3:005	Supersedes Policy Number: 3:005
Date: August 6, 1992	Dated: August 1, 1986
Subject: Miller Fund Loan Policy	
Initiating Authority: Vice President for Student Affairs	TBR Policy/Guideline Reference: 3:04:01:00
Approved:  President	

A. General

The Miller Fund shall be used to make short term, no-interest loans to students for genuine emergencies (i.e., illness, food).

The student's ability to repay will be of importance in determining if the loan is to be made to the student.

B. Procedures

The following guidelines should be used for payment:

1. There should be reasonable expectation that the loan can be repaid within sixty days; however, the Student Financial Aid Office may either shorten or extend that period as necessary. In no case shall the repayment period extend beyond the end of the semester in which the loan is made.
2. The Student Financial Aid Office shall be responsible for making the loan commitment, preparing the note, and evaluating and documenting the student's ability to repay the loan. Documentation shall include the proposed source of funds for repayment.
3. The Business Office shall be responsible for maintaining the note and collecting the debt.
4. The Student Financial Aid Office will cooperate in any way possible in collection of the debt.

Appendix A

MILLER LOAN FUND APPLICATION

**AUSTIN PEAY STATE UNIVERSITY
CLARKSVILLE, TENNESSEE 37044**

Office Use Only:
ALF _____
Date _____

Name of Applicant: _____ SS# _____
(Last) (First) (Middle/Maiden)

Date of Birth _____ Phone Numbers (Day & Night) _____

APSU PO Box _____ Local Address at APSU _____

Home Address (Permanent) _____

Amount of Loan Requested \$ _____ Hours Currently Enrolled For _____

Loan to be Paid Back as Follows _____

Purpose of Loan _____

List All Current Debts to APSU Loan Programs _____

ALL INFORMATION REQUESTED ABOVE MUST BE SUPPLIED TO PROCESS LOAN APPLICATION

AMOUNT OF LOAN \$ _____ DUE DATE _____
(Must be within the semester the loan is made)

DEBTOR'S RIGHTS AND RESPONSIBILITIES

I understand that this loan is due in full in the Business Office by the above due date. I understand that if any type of financial aid is awarded to me before the above due date, or if any other type of credit is applied to my account (ex: dorm deposit, rent credit, etc.) such credits will be applied to the outstanding loan balance before any proceeds are released to me. Should I fail to repay this loan, I understand that I will not be eligible for additional loans. I further Understand that I will not be allowed to register for the next semester, and my grades, transcripts and diploma will be held until the loan is paid in full. Should the loan remain unpaid for more than 90 days after the semester in which the loan was granted, I understand that the loan will be turned over to a collection agency and all costs associated with such action will be added to the outstanding loan principle and will be paid by the borrower.

BORROWER'S SIGNATURE

DATE

FINANCIAL AID ADMINISTRATOR

DATE

ACCOUNTS RECEIVABLE

DATE

FOR BUSINESS OFFICE USE ONLY: DATE _____

CASH RECEIVED _____ CREDIT TO A/R _____ JV# _____

BORROWER'S SIGNATURE

CASHIER

DISTRIBUTION: WHITE/YELLOW - BUSINESS OFFICE PINK - SFAO GOLD - STUDENT