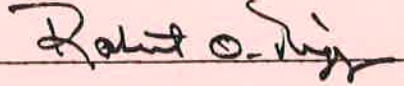


AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

POLICY NO.: V:11:03 DATE: August 1, 1982  
SUPERSEDES POLICY NO: V:11:03 DATED: March 1, 1982  
SUBJECT: Miller Fund Loan Policies  
APPROVED: ROBERT O. RIGGS, 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).

Other circumstances which will be considered as emergency may include situations caused by delays in student assistance which is paid directly to the student by an established agency (VA, Social Security, etc.). The Student Financial Aid Office may contact agencies, employers, or others to verify the circumstances and the probability of ultimate receipt of funds by the students.

## 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 quarter in which the loan is made.
2. The Student Financial Aid Office shall be responsible for making the loan commitment and preparing the note.
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.