



FLORA W. TYDINGS, Ed.D
President

ATHENS TECHNICAL COLLEGE FOUNDATION DALE DEAN EMERGENCY LOAN APPLICATION

Name: _____
Last First Middle Student ID Number

Mailing Address: _____
Street or Post Office Box

City State Zip Code

Day Phone Number Evening Phone Number E-mail Address

Employer Date Employed Salary

I am registered, or will register, for _____ hours. Amount Requested _____

Please check why you need assistance with educational related expenses:

- Books, other school supplies
- Tuition
- Supply fees, lab fees, technology fees

List the sources you plan to use to repay the loan and time line for repayment:

I certify that the above statements are true. I have read and understand the Dale Dean emergency loan guidelines on the back of this application and agree to its terms.

Signature Approved Denied **Date**

Committee Initial **Committee Initial** **Committee Initial**



FLORA W. TYDINGS, Ed.D
President

DALE DEAN EMERGENCY LOAN FUND GUIDELINES

Please carefully read the following information prior to completing an Emergency Loan application.

Introduction: The Dale Dean Emergency Loan Fund is established in memory of Dr. Dale Dean to assist Athens Technical College students who are experiencing unforeseen financial circumstances that may prevent them from attending school. The Emergency Loan Fund is open to any enrolled student meeting the criteria outlined below.

Purpose: The purpose of the Dale Dean Emergency Loan Fund is to provide small interest-free loans to Athens Technical College students who are experiencing an unforeseen financial hardship. The Dale Dean Emergency Loans may be used only for **educational expenses**. Applicants may not simultaneously apply for, or owe payment for, another loan program funded by the Athens Tech Foundation. Students seeking an emergency loan may obtain an application from the Athens Technical College Financial Aid Office. The application must be completed in full and returned to the Financial Aid Office for processing. **Repayment of the loan is due in full by the last day of the quarter in which the loan was received.**

Criteria: A student seeking an emergency loan must meet all of the following conditions:

1. Experiencing a documented financial hardship which prevents the student from paying for tuition and fees or required books and potentially threatens the student's attendance at Athens Technical College.
2. Be an enrolled student and in good academic standing.
3. Have no outstanding financial obligations with Athens Technical College.
4. Demonstrate willingness and ability to repay the loan.
5. Have exhausted all other financial means.
6. **Have not received an emergency loan for two consecutive quarters.**

Procedures:

1. Students should return completed loan application and postcard to the Athens Tech Financial Aid Office. **The maximum loan request cannot exceed \$100.00.**
2. Funds requested after the midpoint of the quarter will not be awarded until the first day of the following quarter.
3. The loan application must be reviewed by the emergency loan committee who will approve/disapprove the loan.
4. A hold will be placed on a student's record. This hold means that the student cannot register for classes or graduate from Athens Technical College until the loan is repaid. In addition, the student's official transcript will be withheld until the loan is repaid.
5. Applicants must be in good academic standing with the school.
6. If not paid the student is responsible for paying all costs of collection, including all attorney fees if collected by or through an attorney, and all collection costs if collected by or through a collection agency.
7. **Payment can be made ONLY by Money Order or Cashier's Check made payable to Athens Tech Foundation.**
8. **A Late fee of \$10.00 will be assessed to loans NOT paid after (10) days from the due date.**

This emergency loan represents an application for funds because of a true emergency. The approval/disapproval of this loan will be decided by a review of the emergency loan committee.

800 U. S. HIGHWAY 29 NORTH ♦ ATHENS, GEORGIA 30601-1500 ♦ PHONE (706) 355-5000 ♦ FAX (706) 355-5162

An Equal Employment Opportunity College