



Leah Karpen Emergency Loan Request Form

For assistance completing this form, please contact the Human Resources Office staff at (828) 251-6605.

Completed forms should be delivered to:

UNC Asheville
Human Resources
Phillips Hall - Room 116, CPO# 1450
One University Heights
Asheville, NC 28804-8503

Eligibility:

An employee of UNC Asheville shall be defined as any member of the faculty or staff who has been employed by UNC Asheville for at least nine (9) months, has completed the probationary period (for staff), and holds a permanent position.

Those who **do not** qualify include are individuals who work for the University on a temporary basis, or work as Adjunct Faculty or are contracted by the University as an independent contractor. Emergency loans are not available to any employee with one or more active written warnings.

Applicant Information:

Employee Name: _____ Campus Phone # _____

Home/Cell Phone #: _____ CPO #: _____

Department/Office _____

Date of Request: _____ Loan Amount Requested: _____
(Account balance cannot exceed \$1,000.00)

I am requesting an emergency loan for the following reason(s)
(Please provide as much detail as possible, and attach documentation to substantiate the reason the loan is needed):

Applicant must also complete the Statement of Understanding on page 2 of this form.

Statement of Understanding:

Loans of \$250 or Less:

1. I understand that first time requests for loans of \$250 or less will ordinarily be reviewed and a decision made within 24 hours of the request. If approved, a first time request for \$250 or less will ordinarily be available the next working day following an approval for the requested amount, subject to my signing a Repayment Agreement.
2. I understand and agree that repayment of the loan must occur within 12 months after the Repayment Agreement is signed and approved or at least one month prior to the termination of my employment, whichever occurs earlier.
3. By requesting this loan, I understand and agree the loan amount is subject to an annual percentage rate (APR) of 8.00%.

Loans over \$250:

1. If this loan request is for greater than \$250 or if this loan request is not my first request, I understand that committee approval is required.
2. The review period by the committee will take up to five (5) working/business days after all required documentation is forwarded to the committee.
3. If the loan is approved, the loan amount will be available the next working day after approval subject to my signing a Repayment Agreement.
4. I understand and agree that repayment of the loan must occur within 12 months after the Repayment Agreement is signed and approved or at least one month prior to the termination of my employment.
5. By requesting this loan, I understand and agree the loan amount is subject to an annual percentage rate (APR) of 8.00%.

The University of North Carolina at Asheville reserves the rights to change or modify terms and conditions, and/or request any relevant information that pertains to this loan at any time.

A signature indicates my acknowledgment that I have read the above statements carefully and have agreed to these terms and conditions.

Employee Signature

Date