

KENNEBEC VALLEY COMMUNITY COLLEGE

Policy #:
3.22

Effective:
09/26/11

Replaces:
09/03/09

**ADMINISTRATION OF EMERGENCY STUDENT
LOANS**

1. The upper limit on loans will be \$300.
2. Students may not take an Emergency Loan if they have an outstanding Emergency Loan unpaid.
3. Emergency loans will not be available until after the add/drop date in each semester.
4. Students must be enrolled in the current semester to be eligible.
5. Students who are on Academic Probation are ineligible.
6. Students cannot take out emergency loans against financial aid in a future semester.

PROCESS

1. Student obtains the application and authorization forms from the Loan Counselor or the Enrollment Services Center staff. (If unavailable see the Dean of Students.)
2. Student fills out both the application and the authorization and returns them to the Enrollment Services Center staff. The Loan Counselor or the Dean of Students sign off their verification and authorization for payment.
3. Student may pick up the check on the following day.

APPEAL PROCESS

Students may appeal by making an appointment with the Dean of Students or his/her designee.