

RULON A. JONES STUDENT LOAN (RAJL) PROCEDURES

1. PURPOSE AND SCOPE

The purpose is to establish a University-wide procedure on the administration of the Rulon A. Jones Student Loans (RAJL). The Student Loan fund is to provide short-term, temporary assistance to students to aid with unforeseen circumstances. The loan funds are limited; therefore, funds will be awarded on a needs basis if funds are available.

2. PROCEDURE

The University is committed to providing short-term financial assistance to students in need, to cover the cost of unforeseen circumstances that directly impact their ability to attend Southern Utah University.

2.1. ELIGIBILITY CRITERIA

Only students who fulfill the following criteria are eligible to apply for an RAJL:

- Currently enrolled for at least six credit hours
- Tuition must be paid in full or have a monthly tuition payment plan in effect
- Be in good academic standing
- No prior collection activity

Loans are available for up to a maximum of \$500. RAJLs are NOT available for tuition and fees

2.2. APPLICATION PROCESS

The completed Rulon A. Jones Student Loan Application and Promissory Note must be submitted for approval to the Financial Aid Office along with proof of the paid application fee. If approved, the completed promissory note must then be submitted to the Cashier's Office. The Cashier's Office will process the loan and a check will be made available. The student should check their student account to see when a check is ready to pick up at the Controller's Office window.

2.3. APPLICATION FEE

A \$15.00 **non-refundable** processing fee will be charged at the time the loan application is filed.

2.4. INTEREST CHARGES

Interest will be charged daily on the outstanding balance of the loan.

2.5. LOAN PAYMENT

Payments can be made at the Cashier's Office in person or by phone prior to the due date by cash, check or credit/debit card. At any time payment for all or part of the

principal and interest accrued can be made without prepayment penalty. If payment is not made by the due date a late fee of \$10.00 per month will be charged.

2.6. *LOAN RE-PAYMENT SCHEDULE*

The loan is due on or before the last day of classes for the semester in which the loan was received.

2.7. *FAILURE TO RE-PAY LOAN*

If repayment of the RAJL is not completed by the due date, the University will terminate the loan contract and may take legal proceedings to recover the outstanding balance of the loan. A collection fee may be charged, not to exceed 50% of the amount owed, plus all court costs and reasonable attorney fees in the event that a collection agency and/or attorney are solicited. The collection costs stated above are in addition to the principal, late fee and interest due on the loan. Delinquent loans are reported to the credit reporting agencies. In addition, a hold will be placed on the student record with the University. This hold will prevent:

- Future enrollment
- Access to examination results
- Access to library services
- Issuance of transcripts
- Graduation

2.8. *DISCONTINUANCE OF STUDIES*

- If studies are discontinued at the University, the balance of the loan is due in full immediately.
- The Loan Collection Office must be notified of any address change.

3. **HISTORY**

The Rulon A. Jones Student Loan program was created for a gift from Rulon A. Jones in the year 1977. The funds are to be used as a revolving student loan fund for the benefit of students attending Southern Utah University.