

## RULON A. JONES SHORT-TERM 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 Short-Term Loan fund is to provide temporary assistance to students to help 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

Student takes the completed Rulon A. Jones Short-Term Loan Application and Promissory Note to the Cashier's office to pay the \$30.00 application fee, then to the Financial Aid Office for approval, along with proof of the paid application fee. When approved, the Financial Aid office will contact the Cashier's office so they can arrange for the check to be printed the following morning, and create a charge on the student's account.

#### 2.3. APPLICATION FEE

A \$30.00 **non-refundable** processing fee will be charged at the time the loan application is filed. The short-term loan is available starting 2 weeks prior to the start of the term. The student must be able to demonstrate a source of repayment within 90 days of issuance.

#### 2.4. INTEREST CHARGES

Interest will be charged daily on the outstanding balance of the loan if not paid back within the 90 days of issuance.

#### 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 \$35.00 per month will be charged.

#### 2.6. *LOAN RE-PAYMENT SCHEDULE*

The loan is due within 90 days from the date the loan was received.

#### 2.7. *FAILURE TO PAY LOAN*

If repayment of the RAJL is not completed by the due date, the University will implement collection efforts 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. Also, SUU may place a lien on future Utah State Tax refunds until all delinquent balance obligations are satisfied. 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
- Receipt of Diploma

#### 2.8. *WITHDRAWING FROM THE UNIVERSITY*

- If withdrawing from 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 Short term Loan program was a charitable donation 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.