

SAN JOSÉ STATE UNIVERSITY
School of Nursing

GUIDELINES FOR THE EMERGENCY LOAN

If you follow these guidelines, it will expedite and facilitate the processing of your application:

1. Print the information or preferably type it.
2. Fill out each blank with correct data. Do not make check marks in the spaces of items which request amounts of expenditures. We need the exact figures.
3. Submit the following to the Retention Coordinator at the School of Nursing (HB 420):
 - a. Application
 - b. Promissory Note
4. If there are unusual circumstances or the student is in a crisis situation, the applicant should see the School Director. If there is not a crisis, but are unusual circumstances, the details must be written on the back of the application so that the committee has this information in writing. (An example might be that the student's car was totalled in an auto accident.)

CRITERIA WHICH WILL BE USED TO GRANT THE LOAN:

1. Financial need of the student.
2. Degree and nature of outside responsibilities (such as work and family obligations).
3. Good standing in the program.