APPLICATION FOR MEMORIAL STUDENT CENTER OVERSEAS LOAN
Policy and Procedures
Memorial Student Center Overseas Loan Fund

1. The purpose of the Memorial Student Center (MSC) Overseas Loan Fund is to make interest free loans available for the structured international travel of Texas A&M University students at the College Station Campus and the entities of the College Station Campus as listed below.

2. The interest free loans are derived from a fund financed by donations from former students and past loan recipients.

3. Administration of the Memorial Student Center Overseas Loan Fund shall be through the Memorial Student Center Leland T. and Jessie W. Jordan Institute for International Awareness, Scholarships & Financial Aid, and Student Business Services.

4. Eligibility is open to:
   A. Undergraduate students enrolled at Texas A&M University (College Station & Galveston, Texas) at the time of application who are pursuing at least 12 credit hours of course-work and have a cumulative GPR of at least 2.5.
   B. Graduate students enrolled at Texas A&M University (College Station, Texas) at the time of application who are pursuing at least 9 credit hours of course-work and have a cumulative GPR of at least 3.0 for graduate course-work.
   C. Professional students enrolled at Texas A&M Health Science Center, Texas A&M School of Law, Texas A&M University College of Veterinary Medicine, or any other professional school affiliated with Texas A&M University at the time of application who have a cumulative GPR of at least 3.0 for professional course-work.

5. Applications are available online at http://ltjordan.tamu.edu/ and in Room 2293 of the MSC during the fall and spring semesters. Applications are due anytime October through April with a final deadline of April 15th. Applications should be turned in to Room 2293 of the MSC or emailed to Jordan Office Associate, Renae Vargo, at rvargo@tamu.edu.

6. The Selection Committee shall schedule and conduct interviews for all applicants each month during the fall and spring semesters. Applicants will be notified via email upon turning in the application and interviews will be conducted at a set time that works with the student’s schedule.

The Selection Committee shall be generally comprised of the following:

A. Director of the Memorial Student Center Overseas Loan Fund (a student officer of the MSC Leland T. and Jessie W. Jordan Institute for International Awareness) and his/her appointees.

B. Chairperson of the Memorial Student Center Leland T. and Jessie W. Jordan Institute for International Awareness Committee (a student officer of the MSC Leland T. and Jessie W. Jordan Institute for International Awareness) or his/her designee.

D. An MSC Executive Vice President of Program or a Vice President for Programs (a student officer of the Memorial Student Center Council) or his/her designee.
E. Advisor to the Memorial Student Center Leland T. and Jessie W. Jordan Institute for International Awareness (staff member of the Memorial Student Center) or his/her designee.

7. **Loan Amounts** from the Memorial Student Center Overseas Loan Fund are considered supplemental to the borrower's other sources (e.g.: family, savings, loans, grants). The typical overseas loan ranges between $500 and $1,500.00. Preference shall be given to applicants who have secured two or more sources of funding for their proposed trip.

8. Travel that is **cultural in purpose** or enhances the applicants’ career goals shall receive preferential consideration (i.e., travel in which the student will gain a greater exposure to the country, its people and customs, for example study/living abroad or internships, rather than participants in a purely touristic experience.)

9. **First-time travelers** overseas shall be given preference in receiving loans.

10. Upon the Selection Committee's certification of approval, the loan recipient must complete the online Short-term Loan Application offered through Scholarships & Financial Aid. The loan draft will be processed and made available by Student Business Services. **Repayment** is for the loan principal only. No interest is accrued. A repayment schedule is negotiated for each loan recipient by the Memorial Student Center Overseas Loan Fund Director. Loans are given out as payments are received, so it is encouraged that repayment begin approximately two months after return from the trip. Loans must be repaid prior to graduation from Texas A&M University. In the case of withdrawal from the University, repayment shall begin immediately. **In every case, full repayment of the loan shall be completed no later than the end of the first calendar year following the date of the first scheduled payment.** The Student Business Services of Texas A&M University supervises repayment of the loans in accordance with all applicable policies and procedures.

11. If the selected recipient does not attend his/her trip as scheduled, he/she must repay the loan in its full amount within 30 days of the anticipated departure date. **Recipients are to inform the Director of the Memorial Student Center Overseas Loan Fund immediately.**

12. These Policy and Procedures for the Memorial Student Center Overseas Loan Fund were adopted April 1, 2015 by the Memorial Student Council and may be amended by a majority vote of this Council at any subsequent scheduled meeting.

Your ID# will be used only by MSC Staff in order to verify information on this application.
**APPLICATION FOR MEMORIAL STUDENT CENTER OVERSEAS LOAN**

1. Mr./Ms./Mrs. Name ___________________________ ID# ___________ Date ___________
2. Local Address ______________________________ Telephone No. ___________
   __________________________________________ E-mail Address _________________
3. Parent or Guardian’s Name ______________________________ Address ____________________________ Telephone No. ___________
   __________________________________________
4. Grade Point Ratio _______________ Major ___________________ Expected Graduation: _______________
5. Classification (ex: U4 or G7) _______ Number of hours enrolled in this semester: _____________________
6. What is your destination? _______________ Sponsoring Program (ex: Marketing Dept.) _______________
   Date of Departure ___________________________ Date of Return ___________________________
7. Summarize your proposed trip (i.e., itinerary, purpose & itemized expenses):
   __________________________________________
   __________________________________________
   __________________________________________
8. How will this proposed trip benefit you?
   __________________________________________
   __________________________________________
   __________________________________________
9. List any activities or offices held while attending Texas A&M University (Please include a Resume)
   __________________________________________
   __________________________________________
   __________________________________________
10. State your plans to finance your proposed trip. Please list all sources of funding (e.g., parents or other family members, savings, loans and grants):
    __________________________________________
    __________________________________________
11. Total funds needed to finance your proposed trip: $ ________________
    Total funds available from other sources $ ________________
    Total amount not funded from other sources: $ ________________
    Total requested from MSC Overseas Loan Fund $ ________________
12. When do you need to make payments for your trip? ____________________________________________

13. Do you presently have any student account balances for tuition or fees at Texas A&M? ______________

14. How do you plan on repaying the loan? _________________________________________________________

15. List two character references from Texas A&M University faculty or staff:

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16. Character Reference Form: This section to be completed by one of the above-named references.

Name of applicant: ________________________________________________________________

How long have you known the applicant? __________________ In what capacity? ______________

General comments:
_________________________________________________________________________________
_________________________________________________________________________________

Please evaluate the applicant’s:

   Ability to take initiative:   excellent      good      fair      poor
   Ability to work with others: excellent      good      fair      poor
   Ability to adapt to new situations: excellent      good      fair      poor
   Responsibility and trustworthiness: excellent      good      fair      poor

Would you recommend this person as a suitable recipient of the Overseas Loan?   Yes   No

Please explain:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Referee’s details:
Name: ________________________________________________________________

Telephone: _______________________________ E-mail address: ______________________________

Referee’s signature: _______________________________ Date: __________________

I affirm that I have read and understand the policies and procedures of the MSC Overseas Loan; I affirm that all information provided in this application is correct to the best of my knowledge.

Applicant’s Signature _______________________________ Date ______________