



**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.
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 L.T. Jordan Institute for International Awareness, and the Short Term Loan Department of Student Financial Aid, and the Texas A&M University Fiscal Office.
4. **Eligibility** is open to:
 - A. Undergraduate students enrolled at Texas A&M University (College Station, Texas) at the time of application who are pursuing 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.
5. **Applications** are available in Room 223I of the MSC during the fall and spring semesters. **Applications are due anytime October through April with a final deadline of April 30th.**
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 L.T. Jordan Institute for International Awareness) and his/her appointees.
 - B. Chairperson of the Memorial Student Center L.T. Jordan Institute for International Awareness Committee (a student officer of the MSC L.T. Jordan Institute for International Awareness) or his/her designee.
 - C. MSC Executive Vice President of Program (a student officer of the Memorial Student Center Council) or his/her designee.
 - D. Director of the Memorial Student Center L.T. 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

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average overseas loan ranges up to \$1,000.00. Preference shall be given to applicants who have two or more sources of funding for their proposed trip.

8. Travel that is **cultural in purpose** and 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 secures an endorsement of eligibility from Texas A&M University's Student Financial Aid Office. The loan draft will be processed and made available by the Fiscal Department, Texas A&M University.

Repayment is for the loan principal only. No interest is compounded. 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 the repayment begins 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 repayment shall be completed by the end of the second calendar year following the date of the first scheduled payment. The Fiscal Department of Texas A&M University supervises repayment of the loans in accordance with all applicable policies and procedures.

11. If you do not attend your trip you are expected to repay the loan, in its full amount
12. These Policy and Procedures for the Memorial Student Center Overseas Loan Fund were adopted September 7, 1992 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.

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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 _____ Graduation _____

5. Classification (ex: U4 or G1) _____ Number of hours carried 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

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 \$ _____

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

Name _____

Title _____

Work Address _____

Work Telephone Number _____

Name _____

Title _____

Work Address _____

Work Telephone Number _____

14. Character Reference Report. This section is to be completed by one of the above-named references.

Name of Reference _____ Date _____

Signature of Reference _____

I affirm that all information provided in this application is correct to the best of my knowledge.

Applicant's Signature _____ Date _____