



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 the 15th of each month starting in 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.

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- 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

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Please fill in:

Name Mr./Ms.	Last Name	First Name	Middle Name	UIN
Local Address	Street Address	City	Zip Code	Phone
Permanent Address	Street Address	City, State	Zip Code	Phone
Parent/Guardian Information	Name	Street Address	City, State	Phone
Academic Details	Classification (U4 or G7)	Major	GPA	Expected Graduation

1. Number of hours enrolled in this semester:
2. What is your destination? _____ Sponsoring Program (ex: Marketing Dept.) _____
3. Date of departure _____ Date of return _____
4. Summarize your proposed trip (i.e., itinerary, purpose & itemized expenses):

5. How will this proposed trip benefit you?

6. List any activities or offices held while attending Texas A&M University (Please include a resume)

7. 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):

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8. 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 \$ _____

9. When do you need to make payments for your trip? _____

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

11. How do you plan on repaying the loan? _____

12. 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 _____

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13. **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 _____