



Memorial Student Center Overseas Loan Fund Policy and Procedures

PURPOSE

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. The interest free loans are derived from a fund financed by donations from Former Students and past loan recipients. 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.

ELIGIBILITY

1. 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.
2. 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.
3. 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.
4. Students who have been accepted into an international travel program prior to submitting application.

APPLICATION PROCESS

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. If the 15th falls on a weekend or holiday, the application must be turned in by the last business day before the deadline.** Applications should be submitted by email to jiwork@msc.tamu.edu or in person at the MSC Leland T. and Jessie W. Jordan Institute Office, Room 2293, 2nd floor of the Memorial Student Center. In addition to this application, students must submit proof of acceptance into travel program, and have a reference submit a completed OSL reference form.

SELECTION

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:

1. 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.

2. 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.
3. 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.
4. 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.

LOANS

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.

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.)

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

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.

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.

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 UIN will be used only by MSC Staff in order to verify information on this application

Memorial Student Center Overseas Loan Application

Please complete the following biographical information, answer all application questions, and submit with a resume electronically or in person to the MSC L.T. Jordan Institute Office.

PERSONAL DATA

Name	Last Name	First Name	Preferred Name	Preferred Pronouns
Local Address	Street	City	Zip Code	Phone
Parent or Guardian Information	Name	Street Address	City, State, Zip	Phone
Personal Details	Texas A&M Email	Alternate Email	GPA	UIN
Academic Details	Anticipated Graduation	Major	Minor	Classification

Number of hours enrolled this semester: _____

What is your destination? _____

Sponsoring Program (e.g., Market Department): _____

(Please attach proof of acceptance into your travel program.)

Date of departure? _____ Date of Return? _____

Summarize your proposed trip (i.e., itinerary, purpose, and itemized expenses):

How will this proposed trip benefit you?

Applicant UIN _____

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

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):

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:	\$

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

Do you presently have any student account balances for tuition or fees at Texas A&M? Yes No

How do you plan to repay the loan? _____

List two character references from Texas A&M faculty or staff and include a reference form from one:

Reference 1	Reference 2
Name:	Name:
Title:	Title:
Work Address:	Work Address:
Work Phone Number:	Work Phone Number:

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

Signature of Applicant: _____

Date: _____