

**WASHBURN UNIVERSITY**  
**Emergency Loan Application and Promissory Note**

**Complete for Emergency Loans:**

Name: \_\_\_\_\_ Washburn ID: \_\_\_\_\_

Current Address: \_\_\_\_\_ Permanent Address: \_\_\_\_\_

Phone (personal): \_\_\_\_\_ Phone (work): \_\_\_\_\_

Email (personal): \_\_\_\_\_ Email (work): \_\_\_\_\_

Number of hours enrolled currently: \_\_\_\_\_

Employer: \_\_\_\_\_ Monthly Income: \_\_\_\_\_ Current GPA: \_\_\_\_\_

Purpose of the loan: \_\_\_\_\_

Have you received a previous emergency loan? \_\_\_\_\_ If yes, what semester? \_\_\_\_\_ Month/year repaid: \_\_\_\_\_

Have you ever declared bankruptcy? \_\_\_\_\_ If yes, when? \_\_\_\_\_

**Important information about Emergency Loans:**

- Emergency Loans are available only when classes are in session.
- Repayment may be made in full or in installments. The entire amount must be repaid by the due date or when financial aid becomes available, whichever occurs first.
- A reduction in term credit hours may result in a reduction of expected financial aid. If this happens, an emergency loan may not be fully repaid from financial aid and cause holds to be applied that prevent release of transcripts or future enrollment.
- Emergency Loans are **SHORT TERM LOANS** only and must be repaid. If your need is for long-term assistance, please contact the Financial Aid Office for other options that may be available to you.
- Emergency Loans for Washburn students (other than law) must be approved by the Bursar.
- Emergency loans for law students must be approved by the Associate Dean of Student Affairs for Washburn University School of Law.
- Emergency Loans are issued to the student via check and cannot be direct deposited to the student's bank account.
- You must notify the Business Office, Morgan 103, 670-1156, or via email at [business-office@washburn.edu](mailto:business-office@washburn.edu), of any change in your address, phone, email address, or student status at Washburn or Washburn School of Law.

**Promissory Note**

I certify that I am a duly enrolled student at Washburn University or Washburn University School of Law with at least half-time status. I understand that I am receiving a loan that must be repaid and I promise to pay Washburn University the sum of \$ \_\_\_\_\_ on or before \_\_\_\_\_, or when financial aid becomes available, whichever occurs first. I agree and understand that the full amount of the Emergency Loan will become due and payable to Washburn University immediately in the event I withdraw from the institution. I understand that failure to meet the terms of this agreement may entitle Washburn University to (1) refuse subsequent registration for any classes, (2) withhold grades, diplomas, or transcripts from being released until my account balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full. I agree to reimburse the University for any fees charged by a collection agency related to my debt, which may be based on a percentage up to 33 1/3% of the debt, and all costs and expenses, including reasonable attorney fees, incurred in such collection efforts. I authorize Washburn University and their respective agents and contractors to contact me regarding my indebtedness to the University at the current or any future number that I provide for my cellular phone or other wireless device using automated dialing equipment or artificial or pre-recorded voice or text messages.

\_\_\_\_\_  
Student Signature (no digital signatures accepted) \_\_\_\_\_  
Date

\_\_\_\_\_  
Bursar / Associate Dean of Student Affairs approval \_\_\_\_\_  
Date

**For Business Office Use Only:**

Memoed Aid: \_\_\_\_\_ Amount of Loan: \_\_\_\_\_ Due Date: \_\_\_\_\_

Detail Code: XEMG (for WU) \_\_\_\_\_ (Fund 400000 240600) LEMG (for Law) \_\_\_\_\_ (Fund 410000 240600)

Check # \_\_\_\_\_ Check Date: \_\_\_\_\_ Business Office Initials: \_\_\_\_\_ Student Notified: \_\_\_\_\_