

University of Dayton
Office of Human Resources
Application for Una Cadegan Emergency Funds

Employee Name _____ University ID# _____

Home Address _____

Work Location _____ +4 Zip _____

Home/Cell Phone _____ Work Phone _____

Reason(s) for Requesting Emergency Funds Loan:

Total loan dollars requested: _____

Human Resources Approval _____ Date _____

Amount Approved _____ (not to exceed \$500)

This loan is intended to serve employees earning \$14.25 per hour or less when emergency situations have created a budgetary issue for the employee. Applicants must provide “proof of need” in the form of official receipts or other official documents at the time they complete an application. The loan amount cannot exceed \$500.

Funds are limited. Approval will be granted at the sole discretion of the University and based upon fund availability and proof of need.

Arrangements for repayment of this loan must be made at the time funds are received. The University reserves the right to cancel the loan if satisfactory repayment terms cannot be reached.

Employee's signature below represents approval to use payroll deduction for loan repayment. In the event of the employee's separation of employment, the employee agrees to allow the University to collect the outstanding balance (as long as the deduction does not reduce wages below the required minimum wage for hours worked in the pay period) from the final check. Any vacation payout will be subject to payroll deductions for loan payment. The employee agrees to make arrangements at the time of separation for any balance remaining.

Employee Signature _____ Date _____