

TEACHERS COLLEGE
COLUMBIA UNIVERSITY
MARION ROOT PRATT LOAN APPLICATION

**The Marion Root Pratt Loan is for Teachers College Union members
who have been employed for a minimum of six months.**

Please complete this form and bring it to the Human Resources Office (120 Whittier) where a front desk assistant will verify your length of employment and sign. The completed form is brought to Student Accounts (133 Thompson). If you have no outstanding loans, the form will be processed and a Check Request will be made. Student Accounts will notify you when the check is available for pick-up.

Date: _____

Employee Name: _____

TC ID #: _____

Permanent Address: _____

Employee Phone #: _____

Employment Date: _____ Department: _____

Amount of Loan: _____ (\$600.00 maximum)

Loan Repayment: _____ (weekly/bi-weekly)

PLEASE READ THE TERMS OF THIS LOAN CAREFULLY

I understand that the **minimum** repayment of this loan is as follows: \$50.00 per pay period for bi-weekly employees and \$25.00 per pay period for weekly employees. Loan repayments are made via payroll deductions. Any outstanding loan balances must be repaid to Teachers College within one (1) year from the date of issue. In the event employment is terminated, the unpaid balance is to be deducted from my final paycheck. I also promise to pay attorney's fees and other reasonable costs necessary for the collection of any amount not paid when due.

Signature of EMPLOYEE: _____ Date: _____

Signature of HUMAN RESOURCES: _____ Date: _____