

**TEACHERS COLLEGE**  
COLUMBIA UNIVERSITY

**707 UNION MEMBERS MARION ROOT PRATT LOAN REQUEST FORM**

**The Marion Root Pratt Loan is for Teachers College Union members who have been employed for a minimum of six months. Employees are eligible to take up to four (4) loans per calendar year at a maximum amount of \$600 per loan. The minimum loan repayment amount is \$25 per paycheck.**

Please complete this form and bring it to the Office of Human Resources (120 Whittier Hall) to verify your length of employment and obtain an HR representative's signature. **Once you have obtained the HR signature, you will be responsible for emailing the approved form to The Office of the Bursar at [lj32@tc.columbia.edu](mailto:lj32@tc.columbia.edu).** The form will then be submitted to Payroll for processing. The funds for approved loans will be available to the employee via payroll on the next available payroll processing date.

Request Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

TC ID#: \_\_\_\_\_

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

Phone#: \_\_\_\_\_

Employment Date: \_\_\_\_\_

Department: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ (\$600.00 maximum)

Installment Amount: \_\_\_\_\_ (weekly or biweekly)

**LOAN REPAYMENT AGREEMENT:**

I, \_\_\_\_\_, understand that the **minimum** repayment of this loan is **\$25.00 per pay period for weekly employees**. Loan repayments are made via payroll deductions. If my employment is terminated, the unpaid balance of this loan is to be deducted from my final paycheck. I also promise to pay attorney's fees and other reasonable costs necessary to collect any amount not paid when due.

I hereby authorize Teachers College, Columbia University to deduct \$\_\_\_\_\_ from my payroll check beginning with the payroll period after the loan is processed. I also understand that I can make additional payments at any time toward the loan.

EMPLOYEE SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

HUMAN RESOURCES SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

STUDENT ACCOUNTS SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_