

TEACHERS COLLEGE
COLUMBIA UNIVERSITY
MARION ROOT PRATT LOAN REQUEST

707 Union Members

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) to verify your length of employment and obtain an HR representative's signature. Once you have obtained HR signature please bring the form to Student Accounts (133 Thompson). Student Accounts will then bring the form to Payroll for processing. Approved loan proceeds will be provided 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)

Loan # this year: _____ (maximum of 3 loans per calendar year)

PROMISSORY NOTE:

I, _____, hereby authorize Teachers College, Columbia University to deduct the loan payments totaling \$ _____ from my payroll checks in 4 equal installments starting with the payroll after the loan has been processed. In the event my employment is terminated, the unpaid balance of this loan is to be deducted from my final pay check. I also promise to pay attorney's fees and other reasonable costs necessary for the collection of any amount not paid when due.

EMPLOYEE SIGNATURE: _____ Date: _____

HUMAN RESOURCES SIGNATURE: _____ Date: _____

STUDENT ACCOUNTS SIGNATURE: _____

Date: _____