



## **Faculty Graduate Degree Loan Application Procedure**

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If you are interested in applying for a graduate degree loan from the university, please complete the application form found on the Provost's web page, and submit to the Provost's Office.

The graduate program itself will need to be approved by the President's Cabinet prior to requesting any funds. After submitting your request, and consideration by the President's Cabinet, the Provost will let you know if/when the program is approved.

Loan funds are reimbursed for tuition charges, books, fees and supplies directly related to course work or dissertation research.

Use the Promissory Note form to request funds from the loan once it has been approved. Please attach the backup documentation with the request. A bill from the school you attend for tuition and fees will be acceptable. However, books and supplies need to be purchased first, then attach the receipts to a Promissory Note form to receive loan funds. A new Promissory Note form is completed and funds are distributed at the time expenses are incurred.

Please contact the Provost's Office if you have any additional questions.

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