

SUFFOLK COUNTY COMMUNITY COLLEGE  
EMERGENCY STUDENT LOAN PROGRAM  
(Policy and Procedures)  
Revised – March 2017

The Emergency Student Loan Program is sponsored and funded by the Suffolk Community College Foundation, Inc. The purpose of the program is to allow the College to provide conveniently attainable short term loans to currently enrolled students for education related expenses that are unanticipated or deemed necessary for enrollment continuation.

The responsibility for administering and managing the loan program is assigned to the respective Campus Director of Financial Aid and the Campus Business Officer on each campus. The emergency student loan program is administered in accordance with the following SCCC/SCCF Emergency Student Loan Program Policy and Procedures:

1. In general, an emergency student loan shall not exceed \$600 and repayment shall be secured by the verification and assignment of a pending student financial aid award, loan or grant.
2. In all cases, to qualify for a loan the student must demonstrate a specific need and the ability to repay a loan amount within the repayment period. The ability to repay may be in the form of a pending financial aid award, loan, grant, or verified by employment earnings or other assured source of repayment.
3. In all cases, an emergency student loan agreement shall be completed and signed by the student and the respective Campus Financial Aid Director or designee. The Business Officer or designee shall manage the loan checking account, maintain a detailed record of all transaction, prepare reports and coordinate with the Financial Aid Office and Registrar for the timely payment and collection of all loans.
4. Emergency student loan balance must be re-paid in 90 days.
5. Students who do not pay a loan balance within the repayment period shall have their registrar records encumbered and be invoiced until payment is received. The student will be prevented from registering for the following and future semesters until the loan is paid.
6. Only one emergency loan may be made to a student at any time, unless under extenuating circumstances and then as approved by the Director of Financial Aid or their designee. It must be timely repaid to qualify for a new loan and to retain a good credit standing for future loan consideration.
7. All loan transactions shall be reconciled to bank accounts and reported in the annual audited financial statement of the SCC Foundation.
8. Unpaid loan balances that are seemed uncollectible after all reasonable efforts to collect have been made shall be reported to the Foundation along with a request to be written off at the end of the fiscal year after the year in which the loan was made.
9. The Financial Aid and Business Offices may request loan fund replenishment for losses, revision of campus loan fund allocation, or other changes. The Foundation shall periodically review the loan program to assure that it continues to reasonably serve the current demand for emergency student loans on all campuses.

Exceptions to the loan limit and security requirement above may be allowed for extraordinary circumstance but only with the prior written approval of the Campus Associate Dean.