

COLLEGE/UNIT.....

STAFF LOAN APPLICATION FORM
(To be completed induplicate)

PART A. To be completed by Applicant

Name of staff.....
Department.....
Date of Appointment.....
Rank (Senior/Senior sup/junior Staff)
Nature of Appointment (Contract/NASSIT)
Expected Date of Retirement/End of Contract.....
Reason for loan.....
Present salary Gross and Net; (per months).....
Date last loan granted and amount.....
Date repayment concluded.....
Amount of Loan requested Le.....
How many months for Repayments and Amount per month
Repayment period from.....

I agree that legal action should be taken against me in case of default after leaving the services if my entitlements at the University are not enough to cover loan

..... Date Signature of Applicant

Part B. To be completed by Head of Department/Division

Recommendation Approval/Not Approved
Amount recommended Signature of Head of Dept/Division
Le..... Name.....

PART C. FOR FINANCE OFFICE

Revolving fund Available for Loan Le-----
Recommended Loan Le-----
Recommended repayment installments -----
Date-----
Signature of Head of Finance Office

Approved/Not Approved
Amount -----