

**Procedure Title: Emergency Book Loan Procedure**  
**Procedure Number: 01-2004-0008**  
**Board Policy Reference: IV.A.**

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**Accountable Administrator: President**  
**Position responsible for updating: Controller**  
**Original Date: May 10, 2004**  
**Date Approved by Cabinet: 9-10-13**  
**Authorizing Signature: *signed original on file***  
**Dated: 9-10-13**  
**Date Posted on Web: 9-10-13**  
**Revised: 08-13**  
**Reviewed: 08-13**

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**Purpose/Principle/Definitions:**

The emergency book loan procedure is designed to assist students in the period between the start of classes and financial assistance disbursement and is primarily for the purpose of providing students a book voucher (for books only) to take to the Bookstore and be ready for classes.

A student may, in emergency situations, access an “emergency loan” without the benefit of forthcoming financial assistance.

**Guidelines:**

Students with financial assistance awards of amounts less than their tuition, fees, and textbook expenses who **do not** have financial assistance, or whose financial assistance hasn’t been received through no fault of their own, have an option to request an emergency book loan not to exceed \$500.

Students must:

1. Complete the BMCC Emergency Book Loan Request and Promissory Note form, with the student’s signature, and submit it to the Service Center for signatures and approval of the Controller, or designee.
2. Demonstrate a need that is:
  - due to an emergency situation;
  - unanticipated in nature or the result of another unanticipated expense and not the result of poor planning;
  - not recurring in nature;
  - have financial means to cover the amount being requested (pay check, pending scholarship funds, etc).

- All Requests and Promissory Notes must be submitted before the refund check processing date
- Outlying branches may process Requests and Promissory Notes and send them by fax or email to the Pendleton Service Center
- Upon approval by all parties, both forms will be forwarded to the Business Office for review. Review and processing of the request will take at least 24 hours to process.
- The deadline for submission of an emergency book loan is the Wednesday of the first week of classes no later than 4:00 pm.
- After a final decision has been made, the Pendleton Service Center staff will apply the approved amount to the student's account and an email will be sent via their Mybluecc email address notifying them of the decision.
- A student can obtain the book voucher by going to any BMCC location and obtain their books.
- A student deemed to be "habitually accessing" the emergency loan account – defined as a person accessing the account more than one time per year – will be refused future access on those grounds.
- A student is expected to repay the loan by the end of the issued quarter or term. Failure to pay will result in a financial hold on the student's account. At the end of the term (approx. 60 days) the student's account will be subject to college collection procedures.

**Special Forms:** Emergency Book Loan Request  
Emergency Book Loan Promissory Note