

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

Accountable Administrator: President
Position responsible for updating: Director of Business Services / BURSAR
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

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

Blue Mountain Community College
 2411 NW Carden, PO Box 100
 Pendleton, OR 97801
 (541) 278-5759 Phone
 (541) 278-5818 Fax
www.bluecc.edu

EMERGENCY BOOK LOAN REQUEST

BMCC ID: _____ - _____ AND Last 4-digits of SSN: _____

Student's Mybluecc Email Address: _____

LAST NAME: _____ FIRST NAME: _____ MIDDLE INITIAL: _____

TERM: Summer _____ Fall _____ Winter _____ Spring _____

Amount of loan requesting: (Max. book loan \$500) \$ _____ Reason: _____

1. Completed application **must include**:
 - a. Signed written statement of request regarding need for loan.
 - b. Provide copy of the BMCC Bookstore textbook order request to determine cost of books.
 - c. Must provide supporting documentation to support the request and obtain college approval.
2. Return completed form to the Service Center. Review and processing of request will take at least 24 hours.
3. The deadline for submission is the Wednesday of the first week of classes by 4:00 pm.

Requestor/Student Signature: _____ Date: _____

Service Center:

Book Loan Request received by _____ (signature) at _____ AM/PM on _____, 20__.

Office use only:

I reviewed request on _____, 20__ and _____ Approved _____ Denied

If denied, basis for decision: _____.

Signature: Controller or designee

Service Center/Business Office:

Decision Emailed to student by _____ (signature) at _____ AM/PM on _____, 20__.

Amount Approved: \$ _____

BMCC is an equal opportunity educator and employer.

Admin Proc # 01-2004-0008, rev 04/12



Blue Mountain Community College
2411 NW Carden, PO Box 100
Pendleton, OR 97801
(541)278-5759 - Phone
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EMERGENCY BOOK LOAN PROMISSORY NOTE

BORROWER:

BMCC ID: _____ - _____ AND Last 4-digits of SSN: _____

LAST NAME: _____ FIRST NAME: _____ MIDDLE INITIAL: _____

Borrower's Current Address: _____

Borrower's My.bluecc Email Address: _____

PAYEE: Blue Mountain Community College (BMCC)

Place for Payment: PO BOX 100 / 2411 NW Carden Avenue, Pendleton, OR 97801

Amount Due: \$ _____

Date Due: _____ (end of term date)

TERMS:

- I. **INTEREST RATE:** A monthly interest rate of 3% will be applied to the outstanding balance at the end of the term in which the loan was due and will be assigned to the college's collection agency and the Oregon Department of Revenue.
- II. **PAYMENT TERMS.** This Note is due and payable by the end of the term for which the loan has been established: The following date is the end of the term and when the amount is due _____
- III. **BORROWER'S PRE-PAYMENT RIGHT.** Borrower reserves the right to prepay this Note in whole or in part without penalty.
- IV. **PLACE FOR PAYMENT.** Borrower promises to pay to the order of Payee at the place for payment and according to the terms for payment the principal amount plus interest at the rates stated above. All unpaid amounts shall be due by the final scheduled payment date as stated above on item II.
- V. **INTEREST.** Interest on this debt evidenced by this Note shall not exceed the maximum amount of non-usurious interest that may be contracted for, taken, reserved, charged, or received under law; any interest in excess of the maximum shall be credited on the principal of the debt or, if that has been paid, refunded. **FORM OF PAYMENT.** Any check, draft, Money Order, or other instrument given in payment of all or any portion hereof may be accepted by the holder and handled in collection in the customary manner, but the same shall not constitute payment hereunder or diminish any rights of the holder hereof except to the extent that actual cash proceeds of such instruments are unconditionally received by the payee and applied to this indebtedness in the manner elsewhere herein provided.
- VI. **SEVERABILITY.** If any provision of this Note or the application thereof shall, for any reason and to any extent, be invalid or unenforceable, neither the remainder of this Note nor the application of the provision to other persons, entities or circumstances shall be affected thereby, but instead shall be enforced to the maximum extent permitted by law.
- VII. **BINDING EFFECT.** The covenants, obligations and conditions herein contained shall be binding on and inure to the benefit of the heirs, legal representatives, and assigns of the parties hereto.
- VIII. **DESCRIPTIVE HEADINGS.** The descriptive headings used herein are for convenience of reference only and they are not intended to have any effect whatsoever in determining the rights or obligations under this Note.
- IX. **CONSTRUCTION.** The pronouns used herein shall include, where appropriate, either gender or both, singular and plural.
- X. **GOVERNING LAW.** This Note shall be governed, construed and interpreted by, through and under the Laws of the State of Oregon.

Borrower is responsible for all obligations represented by this Note.

EXECUTED this _____ day of _____, 20____.

[Borrower's Signature:]

[Borrower's Printed or Typed Name:]

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