



Human Resources Department
Administration and Finance
University of Cincinnati
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ROWE LOAN APPLICATION (CASPER H. ROWE LOAN FUND)

Please complete Sections A and B. Forward completed form to the Human Resources Department at the address shown above or to Mail Location 0039. Please read the Instructions and Eligibility section below prior to completing this Application.

Section A – Employee Name – Please print.		
Print Name:		UC ID (M#):
Email address:		Phone No.
Loan Amount requested:	Repayment Period (# of months) (not to exceed 24):	
Purposes for which this money is to be used:		
Instructions and eligibility information: <ul style="list-style-type: none">• Applicants must be faculty or exempt monthly paid full time employees. Borrowers must be actively at work or on a paid Leave of Absence at the time the loan is issued.• Loans are granted for emergencies and necessities. Examples of appropriate use of the funds are medical and other emergencies, relocation expenses, purchase of a car, household expenses, funeral expenses and the like.• Inappropriate use of funds includes but is not limited to investments in financial instruments or other income source assets, risk capital or for the establishment of a commercial enterprise.• Loan applications are processed on a first-come, first-served basis and as loan funds are available.• The maximum period of repayment is two years in monthly installments of principal and interest by payroll deduction, beginning with the last day of the month following the month in which the application is dated. The term of repayment must fall within the period of the borrower's appointment.• The interest rate for new loans shall normally be 75% of the rounded average of rates current in the community for personal installment loans secured by institutional deposit and shall not vary during the period of repayment, except in the instance of refinancing upon termination of university employment. The annual rate of interest will be computed on the monthly unpaid balance.• The amount of the loan cannot exceed 15% of the borrower's annual base salary or a maximum of \$5,000, whichever is lower.• Outstanding loans cannot be refinanced. A borrow may not apply for a loan within six months of having repaid a predecessor loan from the Fund.• Should the borrower cease employment at the university, any unpaid balance becomes due and payable. Should the borrower be unable to satisfy the loan at that time, such balance may be refinanced at prevailing market rates.		
Section B - Employee Signature/Date		
I hereby request a loan in the amount shown above from the Casper H. Rowe Loan Fund of the University of Cincinnati. I will repay the loan over the number of months shown above. I have read and understand the information in the Instructions and Eligibility section above and agree to be bound by the rules and conditions of the Rowe Fund.		
Signature: _____		Date: _____
Benefits Department Use Only		
<input type="checkbox"/> Exempt <input type="checkbox"/> Reg <input type="checkbox"/> 12 pay	Ann Salary:	Max Loan Amt:
INFO TYPE 0045	Prior Loan <input type="checkbox"/> Yes <input type="checkbox"/> No	Last Payment Made:
Eligible for checks issued in:	<input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> March <input type="checkbox"/> April <input type="checkbox"/> May <input type="checkbox"/> June <input type="checkbox"/> July <input type="checkbox"/> Aug <input type="checkbox"/> Sept <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec	