

PROCEDURES FOR STUDENT LOANS FOR FIELDWORK EXPERIENCE

The Department of Occupational Therapy has two loan funds available to provide financial assistance to Occupational Therapy students during fieldwork experience. The Occupational Therapy Fieldwork Experience Fund was established during the 1956-57 year by the Student Occupational Therapy Association from their treasury funds and alumni donations. In 1992, the fund was renamed the Gwen Wright Fieldwork Loan Fund in honor of Gwen Wright who left her estate to this fund and requested that contributions to this fund be made in her memory. The Kellogg Loan Fund was established through bequeaths or willed donations to the Department of Occupational Therapy.

From both funds, a limited number of very low interest rate loans of up to a maximum of \$2,000.00 (depending on available funds) can be made to qualified applicants to defray fieldwork expenses. An interest rate on the unpaid balance is charged commencing 3 months after completion of all academic and fieldwork requirements. Minimum payment to be made monthly is 10% of the total loan. Any extenuating circumstances, which preclude regular repayment, must be considered by the Department of Occupational Therapy Loan Committee before postponement of payments can be approved.

REQUIREMENTS

1. The applicant must be eligible to enroll in fieldwork experience.
2. The applicant must meet all requirements established by the Financial Aid Committee, San Jose State University.
3. All loans must be approved by a Loan Committee consisting of the Chairperson of the Department of Occupational Therapy, The Fieldwork Coordinator, and one other faculty member.
4. Loans will be cancelled or become due if the fieldwork experience is not completed.

PROCEDURES FOR OBTAINING A LOAN

1. The student requesting a loan through these resources should complete an "Occupational Therapy Fieldwork Loan Application", available in the Occupational Therapy Department Office, or through the Fieldwork Coordinator, and return it to the Fieldwork Coordinator.
2. After review, the application is approved or denied by the Department Loan committee. If denied, the applicant can request reconsideration in order to explain more fully his/her need for the loan and the rationale for denial by the committee. If approved, the applicant will receive a letter from the Department Chairperson informing her/him of approval and the amount of the loan.
3. Also enclosed will be a co-signer note. It will be necessary to arrange for a co-signer if the amount of the loan is over \$250.00.
4. After the application has been processed by the department, the applicant should take the application to Ms. Meg Deiss in the Bursar's Office, Student Services Center, Room 702 for review. If the applicant is not on campus, Ms. Deiss can be contacted by phone at (408) 924-1633 for information as how to proceed with the application process.

SAN JOSE STATE UNIVERSITY
OCCUPATIONAL THERAPY DEPARTMENT
FIELD WORK LOAN APPLICATION

NAME _____
(Last) (First) (Middle)

PRESENT ADDRESS _____
(Street) (City) (State) (Zip)

PERMANENT ADDRESS _____
(Street) (City) (State) (Zip)

PRESENT PHONE NUMBER (_____) _____

DATE OF APPLICATION _____

DEGREE OBJECTIVE: M.S. PRESENT STANDING: GRAD.

SPECIFIC ACADEMIC PERIOD OF WHICH LOAN IS REQUESTED _____

AMOUNT OF LOAN REQUESTED: \$ _____

EDUCATION

Name and Location of Institution	From	To	Major	Degree
----------------------------------	------	----	-------	--------

Supplementary Education related to occupational therapy (workshops, conferences, institutes, etc.)

<u>Subject</u>	<u>Sponsor</u>	<u>Dates</u>
----------------	----------------	--------------

FIELDWORK ASSIGNMENTS

<u>Agency</u>	<u>Dates</u>
---------------	--------------

**SAN JOSE STATE UNIVERSITY
San Jose, California**

CO-SIGNER NOTE

Amount \$ _____ Date: _____

ON OR BEFORE _____, for value received, I (or we, jointly or Severally) promise to pay to SAN JOSE STATE UNIVERSITY in San Jose, California, the sum of _____ dollars, with very low interest rate per year on the unpaid balance of principal on loans running beyond 30 days.

I understand a 1% service charge will be made on the date this loan is granted.

In the event this loan is not paid when due, the maker and/or co-signer agree(s) to pay, in addition to the note and any interest thereon, any costs incurred to enforce payment, including collection commission, court costs, and attorney's fees. The maker and all endorsers hereof, jointly and severally, waive presentment, protest, and notice of nonpayment of this note.

DUE AS ABOVE UNLESS OTHERWISE STATED BELOW:

\$ _____ on _____ \$ _____ on _____
\$ _____ on _____ \$ _____ on _____

SIGNATURE OF CO-SIGNER

SIGNATURE OF APPLICANT

ADDRESS

ADDRESS

PLEASE SIGN IN INK BELOW

CO-SIGNER'S STATEMENT

Name: _____ Address: _____

Phone#: _____ Marital Status: S M D W #of Dependents: _____

Employer's Name: _____

Address: _____ Phone#: _____

Position Held: _____ Length of Time Employed: _____

Are you related to Applicant? YES _____ NO _____ Relationship: _____

I CERTIFY THAT ALL OF THE ABOVE STATEMENTS ARE TRUE AND CORRECT.

SIGNATURE OF CO-SIGNER

DATE