



The University of the South Pacific Staff Union Social Welfare Loan Scheme

REQUEST FOR LOAN (Section 1)

Processing Fee \$10 (non refundable) added to loan amount.

Note: Time sensitive material. Please complete this form carefully. Missing information may delay processing. Fill all details

Name: _____

Department: _____

ID Number: _____

Phone Contact: _____ (O) _____ (m)

Email address: _____

FNPF Number: _____

Date Of Birth: _____

Salary Grade and Point: _____

Loan Amount Requested \$ _____

Reason for Loan: _____

Bank Account #: _____

Conditions:

Term of Loan: (may not exceed 3 MONTHS.)

- The loan will be repaid through after-tax payroll deductions in accordance with the payroll schedule provided below.
- All loan application will be approved by USPSU Loan scheme Committee after complete verification of details submitted.
- USPSU Loan Scheme committee reserves the right to reject a loan application which does not conform to its application requirements.
- USPSU reserves the right to recover any outstanding balances from the loan by any legal means. In case the recovery is taken to Claims Tribunal, all costs associated with the recovery will be paid by the Applicant or the named beneficiary.
- No interest rebate offered on early settlement of acquired loan.
- USPSU Loan scheme committee's decision will be final.
- By signing this loan application, the applicant understands the conditions of the loan and agrees to abide by the same.



The University of the South Pacific Staff Union Social Welfare Loan Scheme

PAYROLL SCHEDULE AND VESTING (Section 2)

To be completed by **USP STAFF UNION TREASURER** for **ALL** loan requests

Name _____ Employment Number _____

Loan Amount \$.....

Processing Fee \$.....

Total \$.....

10% Interest \$.....

Total Amount Financed \$.....

Repayments 3 Months. 3 Months = \$...../FN or \$..... Monthly

The first repayment date is ____/____/____ and the final repayment date is ____/____/____.

Calculated at \$_____ deduction per fortnightly/ monthly

ACCEPTANCE - TO BE COMPLETED AND STAMPED BY PAYROLL OFFICE

I _____ on behalf of the University Of the South Pacific (Payroll Officer) acknowledges receiving and implementing a straight payroll deduction from the above staff member into the USP Staff Union Social Welfare Account at the ANZ Bank Account No _____

Signed _____ Date _____

Stamp _____

SECTION 3(A) : REQUIRED SIGNATURES (Applicant Sign Here)

I request to borrow the loan amount listed above from the USP Staff Union Social Welfare Loan Scheme based on terms specified above. I understand that my request for loan is subject to review by the USP Staff Union Social Welfare Loan Scheme.

I have read and understand the Request for Loan Instructions for this form. Should my employment terminate with USP for any reason while this obligation is unpaid I authorize the deduction of the amount otherwise distributable to me, or to my named beneficiary, by this outstanding indebtedness due to me

Members Signature

Date : _____

Union Treasurer's Signature

Date : _____



The University of the South Pacific Staff Union Social Welfare Loan Scheme

For Payroll Copy. (Section 2)

Name _____ Employment Number _____

Loan Amount \$.....

Processing Fee \$.....

Total \$.....

10% Interest \$.....

Total Amount Financed \$.....

Repayments 3 Months. 3 Months = \$...../FN or \$..... Monthly

The first repayment date is ____/____/____ and the final repayment date is ____/____/____.

Calculated at \$ _____ deduction per fortnightly/ monthly

ACCEPTANCE - TO BE COMPLETED AND STAMPED BY PAYROLL OFFICE

I _____ on behalf of the University Of the South Pacific (Payroll Officer) acknowledges receiving and implementing a straight payroll deduction from the above staff member into the USP Staff Union Social Welfare Account at the ANZ Bank Account No _____

Signed _____ Date _____

Stamp _____

SECTION 3(B) : REQUIRED SIGNATURES (Applicant Sign Here)

I request to borrow the loan amount listed above from the USP Staff Union Social Welfare Loan Scheme based on terms specified above. I understand that my request for loan is subject to review by the USP Staff Union Social Welfare Loan Scheme.

I have read and understand the Request for Loan Instructions for this form. Should my employment terminate with USP for any reason while this obligation is unpaid I authorize the deduction of the amount otherwise distributable to me, or to my named beneficiary, by this outstanding indebtedness due to me

Member/ Applicant Signature

Date : _____

Treasurer's Signature

Date : _____



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Office Use Only (Section 4)

Name of Applicant _____

Date Application Received _____

Date Approved _____

Amount Approved _____

Approved By _____ Signature _____

Checked By _____ Signature _____

Cheque Number _____ Dated _____

Applicant Received _____ Date _____

Treasurer _____ Date _____

Compulsory Requirements: (failure will disapprove the application)

Attach Documents:

- 1) Copy of employment contract
- 2) Copy of current pay slip
- 3) Copy of staff ID
- 4) Applicants to Sign Section 3 A & B

Submitting Procedure:

1. Print a copy of the Loan Application Form from the USPSU website
2. Fill all details as required and attach all necessary documents
3. Drop your completed forms to the USPSU Treasurer (Sakenasa Naivalu - Finance).