**UNVERSITY OF SIERRA LEONE**

**COLLEGE/UNIT……………………………………………………………**

**STAFF LOAN APPLICATION FORM**

**(To be completed induplicate)**

**PART A. To be completed by Applicant**

Name of staff…………………………………………………………………………………………………………………………………………………

Department……………………………………………………………………………………………………………………………………………………

Date of Appointment……………………………………………………………………………………………………………………………………..

Rank (Senior/Senior sup/junior Staff)

Nature of Appointment (Contract/NASSIT)

Expected Date of Retirement/End of Contract………………………………………………………………………………………………

Reason for loan…………………………………………………………………………………………………………………………………………….

Present salary Gross and Net; (per months)…………………………………………………………………………………………………

Date last loan granted and amount……………………………………………………………………………………………………………….

Date repayment concluded…………………………………………………………………………………………………………………………….

Amount of Loan requested Le………………………………………………………………………………………………………………………..

How many months for Repayments and Amount per month

Repayment period from…………………………………………………………………………………………………………………………………

I agree that legal action should be taken against me in case of default after leaving the services if my entitlements at the University are not enough to cover loan

………………………………………………………………… …………………………………………………………

**Date Signature of Applicant**

**Part B. To be completed by Head of Department/Division**

Recommendation Approval/Not Approved

Amount recommended Signature of Head of Dept/Division

Le…………………………………………. Name………………………………………………..

**PART C. FOR FINANCE OFFICE**

Revolving fund Available for Loan Le-------------------------------------------------------------------------

Recommended Loan Le-------------------------------------------------------------------------

Recommended repayment installments -----------------------------------------------------------------

Date------------------------------- ----------------------------------------------------------

Signature of Head of Finance Office

Approved/Not Approved

Amount ------------------------------------------------------------