



Computer Loan Application

Applicant Information (Completed by Loan Applicant)

Name: _____	Title: _____	Department: _____
Address: _____		
Amount of loan requested: \$ _____		(\$500 minimum - \$2,000 maximum)
Contact Information: Phone _____	Email: _____	

Eligibility Requirements *(for HR use only)*

Benefits Eligible (.5 FTE or greater)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Regular On going position (no limited term ee's)	<input type="checkbox"/> Yes <input type="checkbox"/> No
At least one year of continuous service	<input type="checkbox"/> Yes <input type="checkbox"/> No
In good standing (no performance issues)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Able to make payments	<input type="checkbox"/> Yes <input type="checkbox"/> No
Prior computer loans within a four year period	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approved for computer loan: <input type="checkbox"/> Yes <input type="checkbox"/> No	
_____	Date: _____
Human Resources	

Business Office Computer Loan Agreement

Loan Information

Amount of Purchase:	Date:
Finance Charge:	Tax Due:
Balance to be financed:	
Annual Percentage Rate:	
Balance to be paid through payroll deductions at \$ _____ per month to commence and continue for twelve (12) consecutive months with a final payment of \$ _____ due _____.	

Truth in Lending Statement

The amount of the loan may be prepaid in part or in full at anytime. Any unpaid balance will become due and payable upon termination of employment at the college and may be withheld from the last payroll check. In the event the last check is not sufficient to cover the remaining balance, the individual agrees to make full payment within thirty (30) days of ending employment. The College reserves the right to send any unpaid balances to collection and the individual agrees to pay any and all collection costs. The term of the sale is based on the selling price at the time of purchase agreement and is not subject to future sales or promotions by Best Buy Inc. or Apple Computers

I accept the terms of this agreement and will pay Swarthmore College \$_____ to commence on _____ and continue for successive payroll periods with a final payment of \$_____ due on _____.

Receipt of a completed copy of this agreement is acknowledged by buyer:

Buyer (print name)

Signature of buyer

Date

Accepted on behalf of Swarthmore College by:

Business Office

Date