

EDUCATIONAL LOAN FUND INFORMATION

1. The fund is to provide supplemental financial assistance in the form of a loan, not a scholarship, to members of TOTA, Inc.
2. An individual loan may not exceed \$1000 unless otherwise approved by the Board of Directors, TOTA, Inc. A legal contract is required.
3. No interest is charged if the loan is repaid within three (3) years after completion of the educational objective for which it was made.
4. A loan may not be used for a purpose other than that for which it was granted.
5. If for any reason the recipient of a loan should fail to complete the program for which the loan was made, repayment is required with six (6) months, except in unusual circumstances which would be considered by the Board of Directors, TOTA.
6. An applicant may be:
 - a. A student enrolled in a basic education program in Texas which is accredited or approved, or a curriculum that has filed request for initial on-site survey, leading to occupational therapy assistant certification or occupational therapy registration. The student must be a member of TOTA.
 - b. A certified, occupational therapist or a certified occupational therapy assistant, licensed and member of TOTA, who is enrolled in a continuing education program or an advanced course to further professional knowledge or skills, and who is not a director, officers, or committee chair person of TOTA, Inc.
7. Student applicants are asked to provide a recommendation from their curriculum directors.
8. Applications for loans should be made to the Chairperson, Educational Loan Committee, TOTA, Inc. Send to:

CHAIRPERSON Educational Loan Fund
c/o TOTA, Inc.
PO Box 15576
Austin, TX 78761-5576
9. Loan recipients will be informed of any change of chairperson, and will be expected to maintain contact with the TOTA Office in Austin until the loan has been repaid.

A loan is requested in the amount of \$ _____ (not to exceed \$1000)

This loan will be used only for the following educational purposes.

Repayment of the loan will begin on (date) _____

Installments of \$ _____ will be made at _____ intervals, or other appropriate intervals agreed upon when repayment begins.

Upon approval of this loan I agree to keep the Chair of the Educational Loan Committee, TOTA, Inc. informed of any change of address.

If for any reason I should fail to complete the program for which this alone is made I understand that repayment is required with six (6) months.

My signature below indicates that all information on this application is true and correct.

Signed _____ Date _____

Committee Action:

Approved _____

Disapproved (indicate reason) _____

Signed _____

Educational Loan Fund Chair, TOTA, Inc.

Committee Members _____

Date _____

RECOMMENDATION FOR STUDENT LOAN

Name of Applicant _____

Address _____

Expected completion date of educational program _____

General scholastic standing _____

Applicant's personal qualifications, such as reliability, motivation, etc.

I recommend the above student as an appropriate candidate for a loan from the Educational Loan Fund of TOTA, Inc.

Signed _____

Title _____

School _____

Address _____

Phone _____