

# STANDARD ADMINISTRATIVE PROCEDURE

## 13.03.99.M0.01 Centralization of All Student Loan Funds Within the University

*Approved January 28, 1999*

*Revised June 24, 2010*

*Next scheduled review: April 4, 2018*

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### Standard Administrative Procedure Statement

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The purpose of this procedure is to establish Scholarships & Financial Aid as the office responsible for the general administration of student loan funds.

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### Official Procedure

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#### 1. GENERAL

The administration of all new and previously established University loan program accounts and the authorization process for all loan funds will be centralized in Scholarships & Financial Aid.

#### 2. GUIDELINES

2.1 Before a loan fund is established, Scholarships & Financial Aid will review all proposed loan program guidelines for feasibility and use. Proposed guidelines will be prepared and submitted through Financial Management Operations and/or the Texas A&M Foundation for approval prior to establishing the loan program.

2.2 Recipients of departmental loans should continue to be selected or recommended by the departments (in compliance with loan fund restrictions). Students will then present departmental authorization to Scholarships & Financial Aid for review, approval, and authorization to receive the loan

2.3 For the purpose of audit control, all established loan programs must have approved loan program guidelines on file with Scholarships & Financial Aid, Student Business Services, and Financial Management Operations. These guidelines will specify the intended loan purpose, terms, conditions, and operational procedures before a loan can be authorized from the established account.

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**Related Statutes, Policies, or Requirements**

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*Supplements* [System Policy 13.03](#)

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**Contact Office**

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OFFICE OF RESPONSIBILITY: [Scholarships & Financial Aid](#)