

Community College *of* Philadelphia

Forgivable Loan Program

PROCEDURES

Regular full-time faculty and staff are eligible to apply for a forgivable loan to subsidize the cost of undergraduate and graduate education at a regionally accredited academic institution other than Community College of Philadelphia.

You can check regional accreditation of the academic institution you plan to attend at the Office of Postsecondary Education, U.S. Department of Education website:
<http://ope.ed.gov/accreditation/>

Eligibility and approvals for forgivable loans, as well as details concerning loan dollar limitations are described in college policy and procedure memorandum #206.

Commencing with Summer 2008 applications, the college is implementing new application forms and procedures for the Forgivable Loan Program. These forms and descriptions of the procedures are provided on the following pages.

APPLICATION FOR APPROVAL OF PROGRAM OF STUDY

Completion of this form is a “one time” process, so long as the program of study and the academic institution are unchanged. If you change the program of study or the academic institution you will need to complete an updated form.

Section I:

You must complete Section I of the Application for Approval of Program of Study form, and have it signed by your department chair or supervisor and the division vice president.

Section II:

The form is then forwarded to Academic and Student Success who will confirm regional accreditation for the college and/or program.

Section III:

The form is then forwarded to Human Resources who will confirm that you are eligible for Forgivable Loan benefits.

A copy of the fully executed Application of Program of Study will be sent to you for your records, and a copy will be provided to the Controller’s Office, and a copy is placed in your personnel file.

This completes the process for the Application for Approval of Program of Study.



Application for Approval of Program of Study Forgivable Loan

I. Program of Study

Name (Last, First, MI)	Banner ID
Department	
Study at (name of college or university)	
Is this a Degree Program?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Degree pursued (if applicable)	
Explain relationship of program of study to current or projected job duties or work assignment at the college	
Chair or Supervisor prior approval of program of study	Date
Dean or Director prior approval of program of study	Date
Vice President prior approval of program of study	Date

II. Academic and Student Success Approval

Academic and Student Success confirmation of the regional accreditation for the college or program	Yes <input type="checkbox"/> No <input type="checkbox"/>
Academic and Student Success authorizing signature	Date

II. Human Resources Approval

Is applicant an employee eligible for Forgivable Loan benefits?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Human Resources Department authorizing signature	Date