





The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR CUEA LOAN APPLICATION (CUEA/DVC ADM/HRM/06)	HR MANAGER
	NO. OF APPENDICES:
	ONE (A)
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
TITLE	DVC ADMINISTRATION
SIGNATURE	
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NOTE: <ol style="list-style-type: none"> 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the HR and the DVC ADM Office 	

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CONTENTS AND RECORD OF CHANGES

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0.2 RECORD OF CHANGES

No.	Date	Details of Changes		Authorization
	<i>(dd-mm-yy)</i>	<i>Page</i>	<i>Clause/subclause</i>	<i>Title</i>
1	23 June 2011	3	6.0 Reviewing method to make it adequate.	HR Manager

0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users.

1. PURPOSE

To ensure timely, fair, consistent, efficient and effective loan application and processing procedure


2. SCOPE

This procedure covers all permanent employees and those on long term contracts of more than 6 months at CUEA.

3. TERMS AND DEFINITIONS

3.1 Definitions of Terms Used:

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For the purpose of this procedure the following terms shall apply in addition to those already defined in the CUEA Quality Management Manual

3.1.1 Loan:

For the purpose of this procedure ‘Loan’ refers to a sum of money one borrows from the University.

3.1.2 Application:

In this context, ‘Application’ refers to a formal requisition for funds. Loan application therefore refers to the formal requisition for money from the University by the employee.

3.2 Abbreviations and Acronyms

3.2.1 HR - Human Resources

4. REFERENCES

This procedure makes reference to the following documents which form part of the QMS documentation:

4.1 HR Policies and Procedures Manual

4.2 ISO 9001:2008, Quality Management systems –Requirements clause 6

5. PRINCIPAL RESPONSIBILITIES

5.1 The HR Manager shall ensure that this procedure is strictly adhered to.

6. METHOD

6.1 The HR Manager shall furnish the loan applicant with a loan requisition form (CUEA/DVC ADM/HRM/06/fm01)

6.2 The applicant shall fill in the loan requisition form (CUEA/DVC ADM/HRM/06/fm01) at least two (2) weeks in advance for loan disbursement and attach the most recent pay slip.


6.3 The applicant shall forward the form to his/her HoD for recommendation

6.4 The HOD shall recommend and forward the form to the Payroll Officer within 2 working days

6.5 The Payroll Officer shall verify the form in accordance with the CUEA loan application guidelines and forward it to the HR Manager within 2 working days

6.6 The HR Manager shall endorse and forward the form to the DVC Administration within 2 working days.

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6.7 The DVC Administration shall approve the form and forward it to the Financial Administrator within 2 working days.


6.8 The Financial Administrator shall verify the form in accordance with the CUEA loan application guidelines and authorize payment within 2 working days

6.9 The Payment Officer shall effect the payment in accordance with the CUEA loan application Guidelines within a day.

7. APPENDICES

7.1 Appendix A: Loan application form

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Appendix A: Loan Application Form



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

A. M. E. C. E. A.

Office of Human Resources

P.O. Box 62157
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Telephone: 891601-6
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CUEA LOAN APPLICATION FORM

a) Personal Information

Name of Staff:..... Payroll No:.....
 Department:..... Date of Birth:.....
 Job designation/title:..... Date of Employment:.....
 Job Grade:.....
 Basic Salary:.....
 House Allowance:.....
 Other Allowances:.....

Do you have any other Outstanding Loans with CUEA? a) Yes [] b) No []

If yes,


- i) How much was the amount (in KShs):.....
- ii) How much is the remaining balance to pay?.....
- iii) When is the loan envisaged to be fully paid?.....

Total Net Pay in KShs (after deductions):.....

b) Details of the Proposed Loan

Amount Applied for in KShs:.....
 Purpose of the Loan:.....
 Desired date of disbursement:.....
 Desired repayment plan: a) Monthly [] b) Quarterly [] c) One final payment []
 d) Others (Please specify).....

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C) Self declaration

I herewith state that all the information that I provided is correct and true and provided in good faith. I am aware that any untrue information will result in the immediate refusal of this loan application and exclude me from accessing any future loans.

Signature of the Applicant:.....Date:.....

FOR OFFICIAL USE ONLY

Head of Department

Recommended Not recommended

Officer's Name:.....Signature:.....Date:.....

Accounts Department

Verified Not verified

Officer's Name:..... Signature:..... Date:.....

Human Resources Manager

Endorsed Not endorsed

Officer's Name:.....Signature:.....Date:.....

Financial Administrator

Authorized Not authorized

Name:.....Signature:.....Date:.....

DVC-Administration


Approved Not approved

Name:.....Signature:.....Date:.....

Please see applicable conditions here under

Loans shall be granted on emergency cases and on the following grounds:

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- a) Medical needs
- b) Death in the family
- c) School fees needs
- d) Any Other Emergency (specify)

However, proof of the need may be required. The loan shall be up to a maximum of Kshs. 100,000 (One Hundred Thousand Only) and repayable within a period of one (1) year.

CUEA/DVC ADM/HRM/06/fm01

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