

ACCRA TECHNICAL UNIVERSITY

DIRECTORATE OF FINANCE

ATUCF20 - RENT LOAN APPLICATION FORM

PART A: To be completed by Applicant

1) I..... being
..... (Rank) at the Department of
hereby apply for a Rent Loan of GH¢..... to rent accommodation in
House No. at
My present basic salary is GH¢..... per annum. **Tel No.:**
I hereby accept the grant of the loan, on the following terms:

2) That the loan if granted, shall on monthly basis be recovered at source from my salary within a
period of years, commencing on
And I agree to pay interest on the loan at% per annum.

That I shall give the University 3 months notice prior to leaving the service of the University,
failing which the loan balance will become due and payable forthwith.

3) That any demand or notice in respect of this loan shall, be served on me personally or by post or by
delivery to my personal representatives at the place last known to the University as my usual
abode. Any such demand or notice delivered personally shall be deemed to have been received
immediately upon delivery.

4) Mode of payment: Direct to bank/cheque/cash

Bankers:..... Branch: Account No:.....

Signed by applicant Date

PART B: To be completed by guarantor, who must be a full time member of staff (with a salary equal or higher than that of the applicant).

We hereby jointly and severally guarantee the full payment of the loan herein granted to the applicant.

a) Guarantor's Name:
Department:
Signature: Date:

b) Guarantor's Name:
Department:
Signature: Date:

PART C: To be completed by Applicant's Head of Department:

I certify that Mr. /Mrs. /Miss/Dr.
is a full time employee of this department:.....
Date: Name:Stamp&Signature:

PART D: To be completed by the Director of Finance

1. Date of previous advance/loan.....
2. Deductions in respect of previous advance loan GH¢.....
3. Deduction in respect of the applicant if approved GH¢.....
4. Total deductions GH¢.....
5. I certify that the salary of the applicant per month is GH¢.....
and amount of GH¢ recoverable there from will not exceed two fifths (40%) of
his/her basic monthly salary.

6. The above application is/not recommended for approval

Reasons:
.....

Date: Signature:

PART E: To be completed by University Registrar

1. The applicant is a member of staff of this University with a staff number
2. The application is recommended /not recommended for approval.

Reasons:
.....

Date: Signature:

PART F: To be completed by Vice Chancellor

I approve/not approve the above application for a loan of for the purpose described above.

Date: Signature: