

INTERNAL LOAN APPLICATION

(To be completed by Faculty / Department)



Supporting Information Required with Internal Loan Application:

- I. Business Case
- II. Schedule of Cash Flows for Debt Service Payments
- III. Interest rate quote received from Financial Services

Project Description

Total Project Cost

Borrower (Faculty/Department)

Main Contact: Name

Position

Telephone

Email

Loan Amount

Date Project will be presented for approval

Loan Term

Interest Rate: Contact Financial Services via e-mail at **financial.reporting@queensu.ca** for interest rate quote. Attach quote to this loan application.

E-mail must include amount of loan being requested and term of the loan.

Source of Repayment:

CHARTFIELD INFORMATION FOR LOAN REPAYMENT	FUND	DEPARTMENT	PROGRAM	CLASS	PROJECT

By signing below, I submit a request for an internal loan and accept the standard terms and conditions of the internal loan program. I have attached the required supporting information required with this Internal Loan Application

Department/Unit
Head Signature

Name Print

Date

SLT

Approved

Declined

Date of SLT meeting:

Forward completed loan application to:
financial.reporting@queensu.ca