



# LAGOS STATE UNIVERSITY, OJO

## APPLICATION FOR FURNITURE LOAN

(To be completed in triplicate)

### SECTION A:

I wish to apply for Furniture Loan under the University Regulations.  
My particulars are as follows:

**PERSONAL FILE NO:** ..... **MEMBERSHIP OF STAFF UNION:** .....

**THROUGH:** HEAD OF FACULTY/DEPARTMENT/UNIT: ..... **DATE:** .....

- (1) APPLICANT'S NAME: .....  

<b>(Surname)</b>	<b>Other Names</b>
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- (2) DATE OF BIRTH: .....
- (3) MARITAL STATUS: .....
- (4) DESIGNATION: .....
- (5) PRESENT SALARY: .....
- (6) FACULTY/DEPARTMENT/UNIT: .....
- (7) DATE OF FIRST APPOINTMENT: .....
- (8) DATE OF CONFIRMATION OF APPOINTMENT: .....
- (9) AMOUNT OF LOAN REQUIRED: ₦ .....
- (10) PURPOSE FOR WHICH LOAN IS REQUIRED: .....
- (11) PERIOD OF REPAYMENT: .....
- (12) AMOUNT OF OUTSTANDING LOAN COMMITMENTS TO THE UNIVERSITY (IF ANY):  
.....  
.....

.....  
APPLICANT'S SIGNATURE DATE

(13) RECOMMENDATION BY HEAD OF FACULTY/DEPARTMENT/UNIT: .....  
.....

Name of Head of Faculty/Department/Unit: .....

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

- Attach a photocopy of letter of confirmation of appointment.
- Attach photocopies of last three months' pay slips.

**SECTION B**

**(14) FOR OFFICIAL USE**

To be completed by Bursary Department:

**(A) SALARIES & WAGES SECTION**

- (i) Applicant's basic salary ₦: .....
- (ii) HATISS: .....
- (iii) Name: .....
- (iv) Status: .....

.....  
SIGNATURE

.....  
DATE

**(B) LEDGER SECTION**

- (i) Date of last loan (if any) .....
- (ii) Balance outstanding loan: .....
- (iii) Balance of personal loans/advance: .....
- Loan: ₦.....
- Name: .....
- Status: .....

.....  
SIGNATURE

.....  
DATE

**(15) Bursar's comment on applicant's ability to repay the loan request without violating University Regulations on monthly salaries.**

.....  
.....  
.....

.....  
SIGNATURE

.....  
DATE

**SECTION C: AGREEMENT**

THIS AGREEMENT IS MADE THIS ..... DAY OF .....2010, BETWEEN  
NAME: .....OF.....  
FACULTY/DEPARTMENT/UNIT HEREINAFTER CALLED THE BORROWER) Herein refer to as  
the first party AND the Lagos State University, as the second party:  
AND .....  
(Hereinafter called the Surety/Guarantor as third party).

**WHEREAS**

- (1) The Borrower (Employee) has proposed to purchase furniture for the sum of .....  
herein after called “The Loan” to be made available to him/her by the Lagos State University,  
THE EMPLOYER.
- (2) The University has agreed to lend the Borrower the sum of .....  
..... (N )  
Upon the Terms hereinafter stated.
- (3) The Surety has agreed to give his/her personal guarantee for repayment of the loan by the  
Borrower to the University under a loan agreement between the University and the employee.

Now it is hereby agreed as follows:

- (a) that the employee shall repay the loan and the interest at (2%) therein by monthly installments of  
N .....Commencing from the ..... Day of .....  
within three years;
- (b) that the Employee hereby authorize the Employer to deduct the monthly installment from the  
Employee’s monthly salary until the loan shall be fully liquidated:
- (c) that upon resignation, dismissal, termination or death of the Employee, the employee shall be  
entitled to deduct any balance outstanding against the Employer from the Employee’s at the time  
of such resignation, dismissal, termination, or death. But where entitlements are not sufficient to  
meet up the difference the guarantor shall be responsible for the balance.
- (d) That no Guarantor shall be entitled to guarantee more than one loan.
- (e) To inform the surety of the Borrower’s default in payments.

**SECTION D:**

PARTICULARS OF THE GUARANTOR

- (1) Name of Guarantor: .....
- (2) Designation: .....
- (3) Department/Faculty/Unit: .....
- (4) Salary and Grade Level: .....
- (5) a. Date of Assumption of duty in the University: .....
- b. Date of Confirmation: .....
- (6) Whether holding a permanent and pensionable appointment: and if so from when  
.....
- (7) If there is approved transfer of service, give details:

EMPLOYER	PERIOD OF EMPLOYMENT		REFERENCE AND DATE OF LETTER OF TRANSFER
	From	To	

- (8) Details of loans previously taken by me from the University: Purpose for which loan was taken  
.....  
Amount still outstanding: .....  
Date loan was completely liquidated (where applicable) .....  
.....
- (9) Details of previous guarantees (if any): .....

NAME AND DESIGNATION OF PERSON GUARANTEED	PURPOSE OF LOAN	AMOUNT OF LOAN GUARANTEED	DATE OF GUARANTEE

(10) I ..... Hereby guarantee that in the event that the applicant Prof./Dr./Mr./Mrs./Miss ..... defaults in the repayment of the loan, I undertake to repay the balance outstanding plus interest.

(Please note that any false declaration by Guarantor in 8 & 9 may lead to forfeiture of loan by the applicant).

.....  
GUARANTOR 'S NAME

.....  
SIGNATURE AND DATE

.....  
SIGNATURE OF THE BORROWER

.....  
DATE

In the presence of:

Name of Witness: .....

Address: .....

Occupation: .....

.....  
Signature

Signed for and on behalf of the University:

.....  
REGISTRAR'S SIGNATURE

**SECTION E**

(A) COMMENTS OF STAFF WELFARE UNIT:

.....  
.....  
.....  
.....

NAME OF OFFICER: .....

ENDORSED BY THE HEAD, STAFF WELFARE UNIT:

.....  
SIGNATURE DATE

(B) RECOMMENDATION OF THE REGISTRAR:

.....  
.....  
.....

.....  
SIGNATURE DATE

(C) VICE-CHANCELLOR'S APPROVAL:

.....  
.....  
.....

.....  
SIGNATURE DATE