

**HARVARD UNION OF CLERICAL AND TECHNICAL WORKERS**  
**HARVARD UNIVERSITY**  
**Home Emergency Hardship Loan Affidavit**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Harvard University I.D. #

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Mobile/Home Phone

\_\_\_\_\_  
Home Address

***Agreement:***

Effective with my paycheck dated \_\_\_\_\_, 20\_\_, and continuing for one year going forward, until said loan is paid in full I hereby authorize Harvard University to deduct \$ \_\_\_\_\_ each pay period from my earnings as an employee of the University and transfer such amount to the Harvard University Employees Credit Union in repayment of my Home Emergency Hardship Loan of \$ \_\_\_\_\_. I understand that such deduction will not reduce my paycheck below the minimum hourly wage as determined by Massachusetts and/or federal law. I agree that I will arrange for payroll deductions through Peoplesoft in repayment of the loan within 7 days of the loan being approved.

In the event that I, for any reason, separate from my employment with Harvard University prior to the expiration of the one-year repayment period outlined above, I hereby authorize Harvard University to deduct the remainder of the money owed on this loan from my final paycheck from Harvard University, provided that such deduction does not reduce my final paycheck below the minimum hourly wage as determined by Massachusetts and/or federal law, and to remit the same to the Harvard University Credit Union in full repayment of the outstanding loan.

I further agree to repay any loan balance that may remain outstanding upon separation of my employment. This agreement does not preclude Harvard University, the Harvard University Employees Credit Union, and/or HUCTW from taking other appropriate action to collect any balance due upon default, including failure to pay upon my separation from employment.

In addition I acknowledge and affirm the following:

1. I am included in the Harvard Union of Clerical and Technical Workers bargaining unit.
2. I am a member in good standing of the Harvard University Employees Credit Union.
3. I am using the proceeds of this loan to pay expenses related to a home emergency or sudden home repairs and/or disasters.
4. I understand and acknowledge that this loan is an extension of credit and as such is subject to credit reporting and all applicable consumer credit laws and disclosures.
5. I understand that I am not eligible to have more than one Home Emergency Hardship Loan, or any other no-interest loan through the Credit Union, outstanding at any time.
6. I understand that upon any default, including my failure to pay the balance of the loan upon my separation from employment, Harvard University, the Harvard University Employees Credit Union, and/or HUCTW reserve all rights, including the right to refer the loan to a collection agency, file litigation against me, and/or report my default to credit bureaus.

\_\_\_\_\_  
Affiant (HUCTW/HUECU member)

\_\_\_\_\_  
Date

\_\_\_\_\_  
HUECU Witness

\_\_\_\_\_  
HUECU Tel.

\_\_\_\_\_  
HUCTW Authorization

\_\_\_\_\_  
Amount Authorized \$