



## GERRI OLSON EDUCATIONAL LOAN PROGRAM

### General Information

- Eligibility for the loan follows the Educational Assistance (Article 14) in the Clerical-Technical Union of Michigan State University contract.
- The educational loan is for tuition only.
- We will work only with institutions for which MSU will reimburse.
- We may assist a member who wants to attend a school of higher learning but is not eligible for reimbursement from MSU. Make an appointment to work this out with CTU.
- If a loan is not paid by the original deadline, the member will not be eligible for assistance at any other time. Appeals must be made to the Executive Board.

### How it Works

- Eligible CT's may sign up at the CTU office, by phone, fax, or e-mail. Please contact our Organizational Coordinator, Tiffany Westendorf, to begin the process. She can be reached at (517) 355-1903 or [tiffany@ctumsu.org](mailto:tiffany@ctumsu.org).
- The CT must sign a Promissory Note and will receive a copy for record-keeping.
- An authorization letter is sent to the college/university for CTU to be the "Third-Party" billing agent.
- The college/university will then invoice CTU. A confirmation letter is sent to the CT with a copy of the invoice.
- CTU sends payment to the college/university.
- CT fully repays the principal amount of the loan on or before sixty (60) days after the last day of class of the semester.

**Any questions? Want to sign up?**

**Contact CTU today!**