

**Trinity University**  
San Antonio, Texas  
210/999-7330 or loans@trinity.edu  
**PROMISSORY NOTE**  
**EMPLOYEE EMERGENCY LOAN**

Date: \_\_\_\_\_

For value received, the undersigned ("Maker"), promise to pay to the order of TRINITY UNIVERSITY ("Payee"), at One Trinity Place, San Antonio, Bexar County, Texas, 78212-7200, attention: Financial Loan Officer, the sum of: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)  
In legal and lawful money of the United States of America, with zero percent (0%) per annum.

This Promissory Note (the "Note") is due and payable as follows, to-wit:

By signing this note you agree to payroll deduction in the amount of \$ \_\_\_\_\_ biweekly/monthly to begin next payroll. [Terms must be less than six (6) months.]

(The "Maturity Date") \_\_\_\_\_

Maker promises to pay to the order of Payee at the place for payment and according to the terms of payment the principal amount plus interest at the rates stated above. All unpaid amounts shall be due by the Maturity Date.

On default in the payment of this Note, the unpaid principal balance and earned interest on this Note shall become immediately due at the election of Payee. Maker and each surety, endorser, and guarantor waive all demands for payment presentations for payment, *notices of intention to accelerate maturity*, protest and notices of protest.

If this Note is given to an attorney for collection, or if suit is brought for collection, or if it collected through probate, bankruptcy, or other judicial proceedings, then Maker shall pay Payee all costs of collection, including reasonable attorney's fees and court costs in addition to other amounts due. Collection fees shall not exceed 40% of all amounts due unless either party pleads otherwise. Should this Note be placed in the hands of an agency in the business of collecting just debts, then Maker agrees and promises to pay said agency's fee for such services.

**Should Maker leave the employ of Trinity University for any reason, all unpaid balances on this loan will accelerate and will become due immediately. If full balance is not paid, Maker acknowledges the unpaid balance will be deducted in full from Maker's final paycheck.**

**Maker acknowledges this program allows this one-time emergency loan only. No extensions or amendments will be made. Loans are for only critical emergencies.**

**Each maker is responsible for all obligations represented by this Note.**

**IMPORTANT**

\_\_\_\_\_  
MAKER

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
CITY STATE ZIP CODE

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
TELEPHONE NUMBER

Date Approved:	Verified/Approved by:
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