

**Harvard University Employees Credit Union (HUECU),  
Harvard Union of Clerical & Technical Workers (HUCTW),  
and Harvard University**

**Home Emergency Hardship Loan Program**

The 2007 contract negotiations between the University and HUCTW leaders revealed a need for help with certain types of housing-related emergencies. Home emergencies will be defined as catastrophic rental and homeowner emergencies such as damage caused by a natural disaster, unexpected and extraordinary high costs of heating a household, or repair or replacement of damaged heating units or other vital appliances. The Harvard University Employees Credit Union (HUECU) will provide a zero-interest loan to HUCTW bargaining unit members who need to cover costs related to the abovementioned circumstances. A member who cannot pay their rent on time and is facing eviction does not qualify under this program.

The maximum loan amount per individual is \$2,500. Payments to HUECU must be made through payroll deductions over a one year period (divided into 26 pay periods), though members can pay the loan off earlier with no penalties.

Borrowers agree to pay balances due before leaving the University for any reason. It is important to make such arrangements before the last day of Harvard employment. Any loan defaults, including failure to settle an outstanding loan prior to leaving the University could negatively affect your credit rating, lead to litigation against you, or cause the loan to be sent to a collection agency.

In order to participate:

1. Contact HUCTW to discuss your eligibility for the loan program.
2. You will need to be a member of the HUECU (which requires a \$25 minimum deposit) and pay a \$15 processing fee at the time of the loan application.
3. You will need to obtain a Home Emergency Hardship Loan Affidavit from the HUCTW website: [www.huctw.org](http://www.huctw.org). This form can also be faxed or emailed to you by HUCTW. The affidavit verifies that the funds are for housing emergency expenses and that you are a member of the HUCTW bargaining unit. You will be asked to provide documentation of the nature of the expenses related to your emergency (including, but not limited to, receipts, bills, estimates of repair costs, photos). This form also serves as a contract between you and the HUECU, Harvard University, and HUCTW stating that you agree to a repayment schedule through ongoing payroll deductions from your Harvard paycheck for one year until the loan is repaid.
4. HUCTW officials will sign the affidavit after verifying your status and the purpose of the loan, authorizing the amount based on the total expenses. The authorized affidavit will allow HUECU personnel to proceed with completing your loan application and provide you with a check.
5. If you are already a member of HUECU, bring them the completed affidavit from HUCTW along with a copy of your pay-stub, which can be obtained through PeopleSoft. HUECU will ask that you complete their regular loan application. They are usually able to provide you with a check within a short period of time.
6. If you are joining as a new member of the HUECU, submit the loan application at the time you sign up.

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If you have other questions about the Home Emergency Hardship Loan, please contact:

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