



**LAGOS STATE UNIVERSITY COMPUTER ACQUISITION PROJECT
[LASUCAP]**

APPLICATION FORM FOR COMPUTER LOAN

PART A

PFNo.....

FULL NAME OF APPLICANT:.....

E – MAIL TEL:.....

DEPT/UNIT:..... ANNUAL SALARY.....

LOAN REQUIRED:.....

REPAYMENT PERIOD: [A] 12 Months..... [B] 18 Months..... [C] 24 Months.....

If the loan is granted, my total deduction shall be.....plus interest.

Shall commence from the month of..... with **₦20, 000** as first installment.

PART B: TERMS OF AGREEMENT

1. The university shall pay for the purchase on behalf of interested staff whose repayment shall be deducted, at source, instalmentally up to a maximum of 24 months.
2. There shall be an initial down payment, by any interested staff, of twenty thousand naira (N20, 000) and subsequent deductions of ten thousand (N10, 000) at source on monthly basis until full payment is effected.
3. Any staff currently servicing more than one loan in the university is not qualified for this scheme.
4. ONLY CONFIRMED staff in the service of the university for the least FIVE YEARS are qualified for this scheme.
5. A GUARANTOR in the service of the University for at least TEN (10) YEARS is required to stand in for every applicant in category [4] above.
6. A GUARANTOR shall not stand in for more than ONE (1) staff [in category 4 above].
7. A CONFIRMED staff of at least TEN (10) YEARS in the service of the University is also eligible for this scheme and does not require a *Guarantor*.

PART C: DECISION OF LASUCAP LOAN COMMITTEE

APPROVED

REJECTED

Reason[s] for rejection.....

Amount of loan approved: **₦**..... Payment Period:..... Months.

Total monthly deduction from salary **₦**.....From the

Month of Year 20..... To the Month of Year 20.....

CHAIRMAN'S SIGNATURE & DATE

PART D: LOAN BOND

AGREEMENT made this..... Day of 200.....BETWEEN LAGOS STATE UNIVERSITY, OJO [Hereinafter called "*The Lender*"] of the one part AND..... of DEPT/UNIT [Hereinafter called "*The Borrower*"] of the other part of the loan of ₦:..... [In words]..... For the purpose stated overleaf.

AND WHEREAS the *Borrower* has applied to the *Lender* for the said sum of ₦..... for the purpose aforesaid, which the *Lender* has agreed to lend upon having the repayment thereof together with one percent [1%] interest thereon secured in the manner hereinafter appearing.

Now This Agreement Witnessed:

In pursuance of the said agreement and in consideration of said sum of ₦..... now paid by the *Lender* to the *Borrower* [receipt whereof the Borrower hereby acknowledged] the *Borrower* covenants with the Lender as follows:

- (a) That the *Borrower* shall repay the said loan within..... Months with interest of One percent [1%] per annum or as directed by the University from the date hereof.
- (b) That until the loan is fully repaid; the *Borrower* shall be under obligation to ensure correct amount is deducted monthly from his salary by the Bursary Department of LASU into the coffers of the *Lender*.
- (c) That this agreement may be terminated by the *Borrower* on repayment of the total loan outstanding with interest.
- (d) If the *Borrower's* appointment is terminated or he/she leaves the employment of LASU, the outstanding loan and interest shall become payable forthwith.
- (e) No act of negligence, delay or indulgence on the part of the *Lender* in enforcing any of the terms of conditions of this agreement and the Conditions of Service of the University shall prejudice the strict right of the *Lender* with regard to this loan.
- (f) Where the *Borrower* fails to pay the balance outstanding before leaving the service of Lagos State University, the *Guarantor* whose name and signature appear below hereby agrees to be liable for the repayment of the outstanding amount.

WITNESS NAME & SIGNATURE & DATE

BORROWERS SIGNATURE & DATE

PART E. GUARANTOR

I, the *Guarantor* whose name and signature appear below hereby undertake to be liable for the payment of the loan or part thereof in the event of default by the *Borrower*..

NAME OF GUARANTOR

SIGNATURE & DATE

.....

PART F. OPTIONS

Please tick as appropriate your desired computer option.

LAPTOP

OR

DESKTOP

Specification:

Dothan Centrino 1.7 GHz (400 MHz)
15" XGA
60GB HDD
512MB RAM
DVD Supermulti
Firewire
Card reader
XP Professionals

Specification:

Pentium 4 (3.2)
17" LCD TFT
80GB HDD
512MB RAM
DVD Supermulti
56 KBPS Modem
MM Keyboard
64MB AGP card
Optical Mouse

Note:

Supplementary specification(s) may be accommodated under the LASUCAP loan scheme. However such individual is expected to provide the desired specification(s) as an attachment to this form. It is important to note that the price of such customized specification(s) shall be communicated after consultation with the manufacturer.