



**CLEVER BEE**  
ACADEMY  
EARLY EDUCATION & CHILD CARE

## Clever Bee Academy L O A N R E Q U E S T F O R M

### Clever Bee Academy's Loan Request Policy:

1. Employee must be employed at Clever Bee Academy for the last 6 consecutive months.
2. Employee must not have any coaching or disciplinary action on file for the last 18 consecutive months
3. The loan amount must not be more than half of the employee's bi-weekly earnings.
4. Loan Amount requested must be documented through invoice or statement.
5. If the request is approved, payments will be made by dividing the amount approved to 13, and it will be the bi-weekly amount that will be deducted from each pay until paid in full.
6. Employee cannot request a new loan until the current loan has not been fully paid.
7. If the employee's employment has been terminated or if the employee resigns, the employee authorizes Clever Bee Academy to recover any outstanding amount from the employee's salary/final paycheck to settle the debt.

Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Amount Request: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Reason of Request:

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**By signing this form, I have read and understood Clever Bee Academy's Loan Policy and undertake to comply with them. I authorize the company to recover any outstanding amount under this policy from my salary / full and final settlement.**

\_\_\_\_\_  
Employee Name & Signature

\_\_\_\_\_  
Date

### **\*To be completed by Human Resources**

☐ Advance approved

☐ Advance not approved

\_\_\_\_\_  
Name & Signature of Approver/HR

\_\_\_\_\_  
Date