

**EDELWINA C. LEGASPI STUDENT FINANCIAL ASSISTANCE PROGRAM
APPLICATION FOR LOAN**

_____ Date

Amount of Loan (in words): _____ ₱ _____
Purpose of Loan: _____ Due Date of Payment: _____

Student's Name: _____
(Surname) (First Name) (M.I.)

Student's No.: _____ College: _____ Degree: _____ Classification: _____
SAIS No.: _____ Tel./Mobile No.: _____ Email Address: _____

Name of Parent: _____
(Surname) (First Name) (M.I.)

Permanent Home Address: _____
(House No./Street/Subdivision) (Barangay)
_____ (Town/City) (Province)

CERTIFICATE OF ACADEMIC STANDING

This is to certify that the academic standing of Mr./Ms. _____ as of
Semester S.Y. 20 ____ 20 ____ is _____.

Certified by:

_____ Date
College Secretary

PROMISSORY NOTE/LOAN AGREEMENT

I promise to pay the Edelwina C. Legaspi Student Financial Assistance Program the amount of _____
(₱ _____) granted to me during the _____ Semester/Midyear 20 ____ -20 ____ with an
interest rate of 8% per annum paid on or before the due date indicated above. I understand that in case of delayed payment, I will be
charged an additional interest of 12% per annum thereafter until the time I pay the loan.

I agree to adhere to the deadline of payment and I understand that failure to comply shall mean that I may not be able to
register in the succeeding semester nor be given clearance from the University.

Attested by:

Pls. check:

Parent

UPLB Faculty/REPS/Staff

Student's Signature Above Printed Name

Signature Above Printed Name

COMMITTEE'S ACTION

Approved:

Disapproved:

Member, ECL SFAP

Member/Chairman, ECL SFAP

EDELWINA C. LEGASPI STUDENT FINANCIAL ASSISTANCE PROGRAM

GENERAL POLICIES/GUIDELINES

A. QUALIFICATIONS

1. Applicant must be a Filipino, of good moral character and a bona fide UPLB student.
2. All undergraduate students are eligible except incoming freshmen, transferees and cross registrants.
3. Applicant's academic status during the last semester should not be lower than warning status.
4. Applicant must not be currently a beneficiary of similar assistance from another fund under the administration of the Scholarships and Financial Assistance Division, Office of Student Affairs.

B. APPLICATION REQUIREMENTS AND PROCEDURE

1. The applicant must submit the following:
 - Application form duly accomplished by the student and attested by the parent or UPLB Faculty/employee. The form includes the certificate of scholastic standing to be signed by the college secretary. Forms may be obtained from the Scholarships and Financial Assistance Division, Office of Student Affairs, Room 6, Window 2, 2/F Student Union Bldg., UPLB.
 - Original and duplicate copy of the current semester's eUP SAIS generated U. P. Form 5 – Certificate of Registration.
2. Once the form has been approved and signed by two committee members, a check indicating the amount of the loan will be issued to the student.
3. The applicant must have the check signed by two committee members. Once signed, the check may now be encashed at the Philippine National Bank – UPLB Branch.

C. PAYMENT OF LOAN AMOUNT AND INTEREST

1. The loanable amount is up to ₱5,000.00 per semester depending on the student's need with an interest of 8% per annum. A loan agreement will be accomplished by all qualified applicants attesting their willingness to pay back the amount being borrowed plus interest. A loan should be paid on or before the end of the semester/term (last day of classes) during which it was borrowed. The period for payment of a loan may no longer be extended for another semester/term.
2. A student who is unable to settle his loan on time will be charged an interest rate of 12% per annum from due date until the loan is paid. Furthermore, until he pays his loan, he cannot borrow again nor can he be cleared from the University.
3. All repayments of loans should be coursed through Edelwina C. Legaspi Student Financial Assistance Program at the Office of Student Affairs, Scholarships and Financial Assistance Division, Room 6, Window 2, 2/F Student Union Bldg., UPLB.