

PNB-U.P. LOS BAÑOS EDUCATIONAL ASSISTANCE FUND

GENERAL POLICIES AND GUIDELINES

This fund is established for the purpose of providing financial assistance by way of short term loans to students of UPLB.

A. QUALIFICATIONS

1. Applicant must be a Filipino, of good moral character and a bona fide UPLB student.
2. All undergraduate and graduate students are eligible except incoming freshmen, transferees and cross registrants.
3. Applicant must have a good academic standing during the previous semester.
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 PNB-UP Los Baños Educational Assistance Fund at the Office of Student Affairs, Scholarships and Financial Assistance Division, Room 6, Window 2, 2/F Student Union Bldg., UPLB.