

SENATOR JOSE D. LINA JR. EDUCATIONAL ASSISTANCE FUND

GENERAL GUIDELINES AND POLICIES

The financial assistance in the form of loan is open to all UPLB undergraduate students (freshmen, sophomore, junior and senior) for emergency needs.

A. QUALIFICATIONS

1. Applicant must be a Filipino, of good moral character and a bona fide UPLB student.
2. Applicant must have a good academic standing during the previous semester to avail a maximum loan of ₱5,000.00. New freshmen and transferees are allowed to avail a loan of ₱3,000.00.
3. 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.

A. 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 two photocopies of the current semester's eUP SAIS generated U. P. Form 5 – Certificate of Registration.
 - Photocopy of Land Bank ATM card
2. Once the form has been approved and signed by two committee members, a voucher will be prepared in favor of the student indicating the amount of loan and processed at the Accounting office. The UPLB Cashier's Office will then deposit the amount of loan to the Land Bank Account of the student.

B. PAYMENT OF LOAN AMOUNT AND INTEREST

1. The loanable amount is up to ₱5,000.00 per semester depending on the student's need, except for incoming freshmen and transferees who are allowed to avail ₱3,000.00, 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 the Senator Jose D. Lina Educational Assistance Fund at the Office of Student Affairs, Scholarships and Financial Assistance Division, Room 6, Window 2, 2/F Student Union Bldg., UPLB.