University of the Philippines Los Baños **UPLBAAA LEO JMH SELF Application Form** Revised November 29, 2013

| Application No.  | New App    | licant | Old Applicant |
|------------------|------------|--------|---------------|
| Semester/Mldyear | School Yea | r 20   | - 20          |

# UPLBAAA LORETO E. OLIVA & JOSEFINA MALANG HSIAO STUDENT EMERGENCY LOAN FUND

|   | ATTEIOATION   | 101                                   | LOAN   |                                 |  |
|---|---|---------------------------------------|--|---------------------------------|--|
|   |   |                                       | Date   |                                 |  |
| Amount of Loan (in words):  |   | Due Date of Payment: □                |  |                                 |  |
| Other to Name .   |   | ·                                     | bue bate of rayment.   |                                 |  |
| Student's Name:   | (Surname)   |                                       | (First Name)   | (M.I.)                          |  |
| Student's No.:SAIS ID:  | College:Tel./Mobile No.:  | Degree:                               | Classification:<br>Email Address:  | (101.1.)                        |  |
| Name of Parent:   | (Surname)   |                                       | (First Name) (M.I.   |                                 |  |
| Permanent Home Address: _   | (House No./Street/St  | ubdivision)                           | (Barangay)   |                                 |  |
| -   | (Town/City  |                                       |  |                                 |  |
|   | CERTIFICATE OF A  | CADEMIC STA                           | NDING  |                                 |  |
|   | CERTIFICATE OF A  | SADEMIC STA                           | NDING  |                                 |  |
| This is to certify that t   | the academic standing of Mr./Ms<br>_ 20 is                            | S                                     |  | as of                           |  |
| Certified by:   |   |                                       |  |                                 |  |
| College Se  | porotory Do   | te                                    |  |                                 |  |
| College Se  | ecretary Da   | ite                                   |  |                                 |  |
|   | PROMISSORY NOTE   | /LOAN AGREE                           | EMENT  |                                 |  |
| I promise to pay the UP   | LBAAA Loreto E. Oliva and Josefin                                     | a Malang Hsiao S                      | Student Emergency Loan Fund the  | amount of                       |  |
| the Semester/Midyear 2 above. I understand that in case pay the loan. | 020 with an interest restricted of delayed payment, I will be charged | ate of 5% per an<br>ged an additional | (₱) grante<br>num paid on or before the due date<br>interest of 6% per annum thereafte | indicated<br>r until the time I |  |
|   | deadline of payment and I underst ster(s) nor be given clearance from |                                       | comply shall mean that I may not b   | e able to                       |  |
| Attested by:  | Pls. check: Parent  |                                       | Student's Signature Above F  | rinted Name                     |  |
| Signature Above Printed Nar   | UPLB Faculty/REPS/s<br>me   | Staff                                 |  |                                 |  |
|   | COMMITTE  | E'S ACTION                            |  |                                 |  |
|   | Approved:   |                                       | Disapproved:   |                                 |  |
| Member, UPLBAAA LEO JN  | MH SELF   | N                                     | lember/Chairman, UPLBAAA LE  | EO JMH SELF                     |  |
| Note: This form is valid until  | . If not  | used, return this fo                  | orm to SFAD-OSA for cancellation of you  | ır loan application.            |  |

### UPLBAAA LORETO E. OLIVA & JOSEFINA MALANG HSIAO STUDENT EMERGENCY LOAN FUND

## **GENERAL GUIDELINES AND POLICIES**

The grant herein established shall be utilized solely for the emergency educational needs of qualified UPLB students.

## 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 must have a good academic standing during the previous semester to avail a maximum loan of ₱5,000.00, or at least a warning status to avail a maximum loan of ₱3,000.00.
- 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 signed 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 and academic standing with an interest of 5% 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 6% 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 UPLBAAA Loreto E. Oliva & Josefina Malang Hsiao Student Emergency Loan Fund at the Office of Student Affairs, Scholarships and Financial Assistance Division, Room 6, Window 2, 2/F, Student Union Bldg., UPLB.