

APPLICATION FORM

1. STUDENT'S PERSONAL INFORMATION

Name of Student _____
(Surname) (First Name) M.I.

Student No. _____ SAIS ID No. _____ College _____ Degree/Year Level _____

Telephone No. _____ Mobile No. _____ Email Address _____

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

2. LOAN (For computation of OSA Loan Staff Only)

Total Matriculation Fee (TMF) PhP _____

Amount of SLB Loan applied for PhP _____

Cash Payment upon Enrollment PhP _____

Interest Rate per Annum 6%

Payment Term 1 term

Due Date December 12, 2018

I would like to apply for loan from the University Student Loan Board Program. I am aware of my accountability to pay the loan I applied for with interest on the date(s) stated above. I promise to adhere to the deadline and I understand that failure to comply shall mean that I may not be able to register in the succeeding semesters nor be given clearance from the university. I certify that all the information in this form are true and correct. I understand that cases of dishonesty such as forgery and falsification of records shall be filed at the Student Disciplinary Tribunal.

Student's Signature

3. CO-DEBTOR

I am willing and capable of serving as co-debtor of _____ who is applying for loan from Student

(Student's Full Name)

Loan Board Program. As a sign of willingness, my valid ID card is with him/her which will be presented upon application. I share the same responsibility for the payment of the loan in case the debtor fails to pay this obligation.

Name of Co-Debtor: _____
Printed Name Signature

Relationship to Debtor (Pls. Check) Parent Relative (pls. specify relationship to the debtor) _____

Co-Debtor's Complete Home Address: _____

Contact Number: Landline _____ Mobile No. _____ Email Address: _____

4. a) Processed by:

b. Certified correct:

c. Approved:

CICERO M. PEÑAFLO
Coordinator, Student Loan

ELENO O. PERALTA
Officer-in-Charge, OSA

Procedure and requirements for SLB application:

- Students with outstanding loans will not be allowed to avail of any further SLB unless there is a promissory note approved by the Chancellor. Process your promissory note first before applying for SLB.
- Fill-out the SLB application form legibly and have it signed by your co-debtor. Acceptable co-debtors are parents and immediate relatives by consanguinity which include grandparents, uncles and aunts from both sides, and brothers and sisters who are of legal age. Your co-debtor's middle or last name should reflect your relationship with each other. Please provide your birth certificate or other supporting documents as proof of your relationship.
- For students with changes in their ST System Percentage Discount, please proceed to Rm. 5 for tagging of new ST System Percentage Discount before submission of SLB application form.
- Submit 2 copies of the form (1 original and 1 photocopy) and present the co-debtor's original valid ID (with picture and signature) to the student loan personnel at Window 2 and/or 3, SFAD-OSA, Room 6, 2/F S.U. Bldg. Valid IDs that maybe presented are driver's license, SSS ID, GSIS ID, PhilHealth ID, current company/office ID, postal ID, BIR TIN ID, Barangay ID, Voter's ID, or passport.
- Maximum loan is 80% of the total assessed fees. One hundred percent (100%) loan maybe granted provided a letter of request is approved by the Chancellor.
- If you decide to pay your matriculation fees in full after approval, return this form to SFAD-OSA for loan cancellation.