

**UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
OFFICE OF STUDENT AFFAIRS
SCHOLARSHIPS AND FINANCIAL ASSISTANCE DIVISION**

STUDENT LOANBOARD (SLB) PROGRAM

REQUEST FORM FOR AVAILMENT OF 100% STUDENT LOAN BOARD (SLB)

Semester A.Y. _____ - _____

Date: _____

Name of Student: _____

(Surname) (Given Name) (M.I.)

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

Telephone No.: _____ Mobile No.: _____ E-mail Address: _____

Name of Parent: _____

(Surname) (Given Name) (M.I.)

Telephone No.: _____ Mobile No.: _____ E-mail Address: _____

Home Address: _____

(House No./Street/Subdivision) (Barangay)

(Town/City) (Province)

-Content of the request-

Signature of Student

Attested by (as to the financial incapacity of student): _____

Endorsed by: _____

(Name and Signature of Parent, or Legal Guardian, or Professor)

Dean

Computation of Student Loan – Current and Outstanding Account *(For SFAD Personnel use only):*

Semester/Academic Year	Principal (PhP)	Interest (PhP)	Partial Payment (PhP)	Balance (PhP)
Certified by:	CICERO M. PEÑAFLOR Coordinator, Student Loan		TOTAL as of	

STS Percentage Discount: _____ _____ _____ _____

Certified Correct: _____

JENETTE LORY P. TAMAYO
Head, SFAD-OSA

**RECOMMENDATION OF SPECIAL COMMITTEE ON
STUDENT LOAN BOARD (SLB) PROGRAM**

Recommendation:

ATTY. ELENO O. PERALTA, Officer-in-Charge, OSA Approval: _____ Disapproval: _____ Date _____

DR. MYRNA G. CARANDANG, University Registrar _____ _____ _____

Remarks: _____

Chancellor's Action: Approved Disapproved

DR. FERNANDO C. SANCHEZ JR.
Chancellor

INSTRUCTIONS:

- A. Fill-out the request form legibly;
- B. Indicate in the "content of the request" portion (in letter format address to the Chancellor) the following information:
 - 1. Reason/s for the 100% SLB request and of the delayed payment
 - 2. Settlement date of loan
 - 3. Your signature;
- C. Have the request form signed by your parent, legal guardian, or a tenured UPLB faculty;
- D. Submit the request form to the student loan personnel at Window 2 or 3, SFAD-OSA, Room 6, 2/F, S.U. Bldg., for certification that the student has no outstanding loans.
- E. Proceed to ST System Office at Room 5, 2/F, S.U. Bldg. for STS Percentage Discount certification;
- F. Have the request form endorsed by your College Dean;
- G. Have the Special Committee on the Student Loan Board (SLB) Program evaluate and sign your request. The office of Atty. Eleno O. Peralta, OSA Officer-in-Charge, is located at Room 2, 2/F, S.U. Bldg. while that of Dr. Myrna G. Carandang, University Registrar, is at the Office of the University Registrar, G/F, NCAS Bldg.;
- H. Forward the request form to the UPLB Office of the Chancellor for appropriate action; and
- I. Upon approval by the Chancellor, have the request form photocopied and submit the original copy to the student loan personnel at Window 2 or 3, SFAD-OSA, Room 6, 2/F, S.U. Bldg. You may now proceed with your SLB application.

Note: Only those students without overdue account/s from the Student Loan Board (SLB) Program can avail of 100% SLB.