

## GUIDELINES IN APPLYING FOR SCHOLARSHIP, LOANS AND DISCOUNTS

### ELEMENTARY DEPARTMENT SCHOLARSHIPS

- 1) **ACADEMIC ACHIEVEMENT SCHOLARSHIP** – Scholarship to the rank 1 and rank 2 of the grade levels (Grade 2 to Grade 6) for one school year. The basis of ranking is the previous grade level average.

RANK TUITION FEE SCHOLARSHIP	
Rank 1	100%
Rank 2	50%

Procedure:

- The Elementary School Principal submits the list of qualified grantees to SGO.
  - SGO processes the scholarship.
  - Scholars and Parents/Guardians sign a contract.
  - SGO submits the list of qualified Scholars to Accounting Office.
  - SGO awards the Certificate of Scholarship to all grantees.
- 2) **DRUM, XYLOPHONE, MAJORETTE CORPS (DXMC)** – 20% tuition discount is given to qualified members of the DXMC. Maintenance of the grant is evaluated by the coordinator of DXMC and the Principal.

Procedure:

- The DXMC Coordinator submits the list of qualified grantees endorsed by the Principal to SGO.
  - SGO processes the scholarship.
  - Scholars and Parents/Guardians sign a contract.
  - SGO submits the list of qualified DXMC Scholars to Accounting Office.
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### JUNIOR HIGH SCHOOL SCHOLARSHIPS

- 1) **ENTRANCE SCHOLARSHIP** – UNC awards scholarships to the Ranks 1 to 7 of the Grade 6 graduating batch for one school year.

RANK TUITION FEE SCHOLARSHIP	
Rank 1	100%
Rank 2	50%

RANK TUITION FEE SCHOLARSHIP	
Rank 1	100%
Rank 2	50%
Rank 3 to 7	25%

2. ACADEMIC ACHIEVEMENT SCHOLARSHIP –scholarship awarded to academic achievers of Grades 8, 9 and 10 levels. The basis of the ranking is the general average of the previous school year.

#### RANK TUITION FEE SCHOLARSHIP

Rank 1 100%

Rank 2 50%

Procedure:

- ☐ The JHS Principal submits the list of qualified grantees to SGO
- ☐ SGO processes the scholarship
- ☐ Scholars and Parents/Guardians signs a scholarship contract
- ☐ SGO submits the list of qualified Scholars to Accounting Office
- ☐ SGO awards the Certificate of Scholarship to all grantees
- ☐ SGO awards Certificate of Scholarship to scholars.

3. DRUM AND LYRE and MAJORETTE CORPS (DLMC) – 50% tuition fee scholarship to members of DLMC renewable every school year. Qualified members are screened and endorsed by the Junior High School Department.

Procedure for Majorettes, Drum and Lyre Corps:

1. The Junior High School Department submits the list of qualified grantees to SGO.

Procedure:

- SGO processes the scholarship.
  - Scholars and Parents/Guardians sign scholarship Contract.
  - SGO submits the list of qualified DLMC Scholars to Accounting Office.
- 2) **VARSITY** – Scholarship to qualified athletes who passed the screening given by the Sports Development Office. The approved slots and the percentage of scholarship will be determined by the Sports Development Office depending on the available budget.
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## SENIOR HIGH SCHOOL SCHOLARSHIPS

- 1) **ENTRANCE SCHOLARSHIP** – UNC awards scholarships to the Ranks 1 and 2 of the Grade 10 graduating batch for one school year.

RANK TUITION FEE SCHOLARSHIP	
Rank 1	100%
Rank 2	50%

### Procedure:

- Applicant submits documentary requirements to SGO
  - SGO verifies submitted documents
  - Applicant signs a Scholarship Form and the Scholarship Contract
  - SGO processes the scholarship
  - SGO submits the list of qualified Entrance Scholars to Accounting Office
- 2) **PRESIDENT JAIME HERNANDEZ SCHOLARSHIP: Basic Education** – UNC awards 100% tuition fee scholarship to 10 incoming Grade 11 students who passed the scholarship screening process conducted by the Scholarships and Grants Office.

### Procedure:

- Applicants apply to take the scholarship qualifying examination on-line.
  - Applicants will be notified of the schedule of the scholarship qualifying examination.
  - Applicant take the scholarship qualifying examination conducted by the University Testing Center.
- ☐ University Testing Center submits the results of the qualifying examination to SGO.

- ☐ Shortlisted applicants will be notified for an interview.
- ☐ Interview of shortlisted applicants.
- ☐ Qualified Scholars will be notified and will receive Confirmation Letter.
- ☐ Scholars submits documentary requirements to SGO.
- ☐ Scholars accomplish Scholarship Form.
- ☐ Scholars and Parents/Guardians will sign the Scholarship Contract.
- ☐ Qualified Merit Scholars received a scholarship confirmation letter.
- ☐ SGO submits the list of Scholars to Accounting Office.
- ☐ SGO awards Certificate of Scholarship to scholars.

4. **BAND MEMBERS** – 100% tuition fee scholarship to qualified members who passed the screening process / apprenticeship program given by the Band Master.

3) **VARSITY** – The University awards scholarship to qualified athletes who passed the screening process given by the Sports Development Office. The events, slots and the percentage of scholarship will be decided by the Sports Development Office subject to availability of funds.

Procedure:

- Sports Development Office endorses the list of qualified athletes to SGO.
- Qualified Scholars accomplish the Scholarship Form.
- Scholars and Parents/Guardians sign the Scholarship Contract.
- SGO submits the list of qualified scholars to Accounting Office.

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## COLLEGE DEPARTMENT

1) **ENTRANCE SCHOLARSHIPS** – One semester scholarship to academic achievers of a Senior High School duly recognized by the Department of Education with at least 50 Grade 12 graduates.

RANK TUITION FEE SCHOLARSHIP	
Rank 1	100%
Rank 2	50%

Procedure:

- Applicants submit the requirements to SGO.
- Qualified applicants will accomplish the Scholarship Form.
- Scholars and Parents/Guardians sign the Scholarship Contract.
- SGO submits the list of Entrance Scholars to Accounting Office.

- 2) **PRESIDENT JAIME HERNANDEZ SCHOLARSHIP (PJHS)** – 100% tuition fee scholarship to twenty (20) incoming freshmen students who obtained high scores in the scholarship screening process conducted by the Scholarships and Grants Office of the University. A general weighted average (GWA) of 1.40 and above is required to maintain the scholarship grant.

Procedure:

- On-line application of interested applicants.
  - Testing Center schedules the applicant for a scholarship qualifying examination.
  - Testing Center submits the results of the qualifying examination to SGO.
  - Shortlisted applicants will be notified for an interview.
  - Shortlisted applicants submit the documentary requirements.
  - Interview of shortlisted applicants.
  - Qualified scholars will receive a confirmation letter.
  - Qualified Scholars accomplish the Scholarship For.
  - Qualified Scholars and Parents/Guardians sign the Scholarship Contract.
  - SGO submits the list of scholars to Accounting Office.
  - SGO awards Certificate of Scholarship to the scholars.
- 3) **ACADEMIC ACHIEVEMENT SCHOLARSHIP** – Students with excellent performance in their academic work may qualify for semestral academic scholarship. This is awarded to students who obtained the following General Weighted Average (GWA) in the previous semester. The grade in Social Arts subject and NSTP are not included in the computation of the GWA.

GENERAL WEIGHTED AVERAGE (GWA) TUITION FEE SCHOLARSHIP
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1.00 – 1.20	100%
1.21 – 1.30	75%
1.31 – 1.40	50%

Procedure:

- SGO secures the list of students who met the set scholarship criteria from the Registrar's Office.
- SGO submits the list of qualified Scholars to Accounting Office
- SGO awards Certificate of Scholarship to the scholars.

- 4) **BAND SCHOLARSHIP** – This is a 100% tuition fee scholarship to qualified members of the Marching Band who passed the screening process conducted by the Band Master.

Procedure:

- Application should be done at the Band Master's Office
- Band Master conducts the audition and qualifying examination
- Band Master submits the list of qualified band members to the SGO.
- SGO verifies the grades
- Scholars accomplish the Scholarship Form.
- Scholars and Parents/Guardians sign the Scholarship Contract.
- SGO inputs the names of qualified scholars to the System for Managing Administrative Scholars (SYMAS) for enrolment.
- SGO submits the list of Band Members to Accounting Office.

- 5) **BEAT AND PEP SQUADS** – The University awards 25% to 50% tuition fee scholarship to the members of the Beat and Pep Squads. Qualified members are endorsed by the Sports Development Office.

Procedure:

- Sports Development Office processes application of interested students.
- Sports Development Office endorses the Beat and Pep Squad Members to SGO
- SGO verifies the recommendations against the scholarship policies.
- Qualified scholars accomplish the Scholarship Form.
- Scholars and Parents/Guardians sign the Scholarship Contract.
- SGO inputs the names of the qualified scholars to the SYMAS for enrolment

- SGO submits the names of qualified Beat and Pep Squad Scholars to Accounting Office.

- 6) **GLEE CLUB** – The University awards 100% tuition fee scholarship to members of the Glee Club. Qualified members are auditioned and endorsed by the Choir Master.

Procedure:

- The Choir Master processes application of interested students.
- The Choir Master submits the list of qualified applicants to the SGO.
- SGO verifies the recommendations against the scholarship policies.
- Qualified Scholars accomplish the Scholarship Form.
- Scholars and Parents/Guardians sign the Scholarship Contract.
- SGO inputs the names of qualified scholars to the SYMAS for enrolment.
- SGO submits the list of qualified Glee Club members to Accounting Office

- 7) **MAJORETTE CORPS** – The University awards 100% tuition fee scholarship to qualified members of the Majorette Corps. Qualified majorettes are screened and endorsed by the Majorette Coordinator.

Procedure:

- Majorette Coordinator processes the application of interested students.
- Majorette Coordinator endorses the list of screened applicants to the SGO.
- SGO verifies the recommendations against the scholarship policies.
- Qualified Scholars accomplish the Scholarship Form.
- Qualified Scholars and Parents/Guardians sign the Scholarship Contract.
- SGO inputs the names of the qualified scholars to the SYMAS for enrolment.
- SGO submits the names of qualified majorettes to Accounting Office.

- 8) **STUDENT ASSISTANTS PROGRAM** – The University gives 100% tuition fee grant to financially strapped but deserving students who render duty in the different workstations in the University.

- 9) **VARSITY SCHOLARSHIP** –The University awards 50% tuition scholarship to full scholarship (100% tuition fee, laboratory and miscellaneous fees with sports uniform) to varsity members. Qualified varsity scholars are screened and endorsed by the Sports Development Office.
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## **GRADUATE SCHOOL**

**DISCOUNT FOR DEPARTMENT OF EDUCATION** – Tuition discount given every applied for every semester.

**PERSONNEL TUITION DISCOUNT** – Teachers has 10% discount, Principals / Guidance Counselors has 20% discount.

Procedure:

- Get Discount Form from SGO (2 copies)
- Submit the accomplished Discount Form with the Service Record to SGO
- SGO approves the discount applied for and give one copy of the form to the applicant
- SGO submits to Accounting Office the list of DepEd Teachers, Guidance Counselors and Principals with approved discount

**RE-ENROLMENT OF THESIS / DISSERTATION WRITING** – 100% tuition fee discount to those who will enroll thesis writing for the second time.

Procedure:

- Get Discount Form from SGO (2 copies)
- Accomplish the forms
- Get endorsement of the dean of Graduate School
- Get the verification of the Registrar's Office
- Submit the accomplished forms to SGO
- SGO approves the discount and give one copy of the form to the applicant
- SGO submits the list of approved grantees to Accounting Office

## **DISCOUNTS**

- 1) **CASH PAYMENT** – 10% tuition fee outright discount for cash payment upon enrolment. For those with 10% discount (DepEd, Alumni, Loyalty, MOSF), an additional 5% discount upon payment of the full assessment during enrollment will be given.
- 2) **MEMBERS OF THE SAME FAMILY (MOSF)** – 10% tuition fee discount for two children of the same family. For three children – 50% tuition fee discount to the child with the lowest assessment. For four children – 50% tuition fee discount for the two children with



the lowest assessments. MOSF shall mean unmarried children / unmarried legally adopted children of the same parent/s.

#### Documentary Requirement: Photocopy of Birth Certificates

##### Procedure:

- Secure Discount Form from the Scholarships and Grants Office (2 copies).
- Accomplish the forms.
- Submit accomplished forms to SGO with the photocopy of Birth Certificates.
- SGO furnishes the applicant a copy of the verified form.
- SGO submits the list of grantees to Accounting Office

- 3) **ALUMNI DISCOUNT** – For children of Alumni Members, 10% tuition fee discount for one school year for Basic Education Department and one semester for College Department.

##### Procedure:

- Get Discount Form from SGO (2 copies) and accomplish the forms.
- Get Registrar's verification.
- Submit accomplished forms to SGO.
- SGO furnishes the applicant a copy of the verified form.
- SGO submits the list of grantees to Accounting Office.

- 4) **LOYALTY DISCOUNT** – 10% tuition discount given to a graduate of Grade 6, Grade 10, Grade 12 and College upon enrolment the following semester or school year. This is given once only.

##### Procedure:

- Get Discount Form from SGO (2 copies) and accomplish the forms.
- Get Registrar's verification.
- Submit accomplished forms to SGO.
- SGO furnishes the applicant a copy of the verified form.
- SGO submits the list of grantees to Accounting Office.