Module 1

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| Report | Prepared by | Approved By | Remarks |
| Application for college scholarship  F - October up to April of the subsequent year | Applicant | 1 Linda 6 Thess  3 Ling 7 Greg  5 Val | Applicant receives advice from SMFI education team if qualified for exams, interview, home visits |
| Acceptance into scholarship program  Before start of schoolyear | 1 Linda 6 Thess  3 Ling 7 Geg  5 Val | 5 Val  3 Ling  1 Linda |  |

Module 2

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| Report | Prepared By | Checked by | Approved by | Remarks |
| Masterlist of freshmen F-at the start of each schoolyear | 2 Ling  6 Thess | 3 Ling  5 Val | 1 Linda  2 Flor | This list serves as a basis for accounting to update its own masterlist of scholars  The list must reflect the SMFI scholars and sponsored scholars  The list must reflect college and tech-voc |
| Monitoring list for CORs and Grades submitted by school  F –start of semester | 6 Thess  7 Greg | 6 Thess  7Greg | 3 Ling  1 Linda | List must indicate source, whether school or scholar |
| Report of tuition and misc. fees  F- start of semester | 6 Thess  7 Greg | 8 Cath  4 Kathy | 1 Linda  2 Flor | List must reflect SMFI, sponsored, tech-voc scholars |
| Report of allowances  F-every 10th of the mo.  July -Feb | 6 Thess  7 Greg | 8 Cath  4 Kathy | 1 Linda  2 Flor | List must reflect SMFI, sponsored, tech-voc scholars |
| Report of summer and Christmas jobs | scholar | 6 thess  7 Greg | 1 Linda  3 Ling | There is a link which will lead scholar to accomplish an application form and a summary is machine generated |
| List of graduates  F- every end of school year | 6 Thess  7 Greg |  | 1 Linda  3 Ling | This list is transferred to Module 3 |
| Delisting of graduates/ dropouts from roster of scholars | 6 Thess  7 Greg | 7 Greg  6 Thess | 1 Linda  3 Ling |  |

Module 3

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| Report | Prepared by | Checked by | Approved by |  |
| Masterlist of graduates  End of every school year | 5 Val  6 Thess | 1 Linda  3 Ling | 1 Linda  2 Ling |  |