

University of the Philippines Cebu
Lahug, Cebu City

STUDENT LOAN APPLICATION FORM

SAIS No. _____

Student Number	Name of Student	Degree Program	Year

First Semester/Trimester Second Semester/Trimester Midyear Term/Third Trimester AY _____

STS Tuition Discount _____ Scholarship _____

Complete Permanent Address: _____

Contact Number: _____ Email Address: _____

PROMISSORY NOTE

For value received, WE _____ as Principal (Name of Student) and _____ as co-Debtor, hereby jointly and severally promise to pay the loan, the sum of _____ (₱ _____) with interest of **6%** per annum.

The amount must be fully paid in cash before the end of the semester or trimester.

Note: Interest shall be waived on loans which are paid within four (4) months after loan is made.

Signature of Principal Debtor/Student

Date

AUTHORITY TO DEDUCT

It is understood that in case of non-payment of the amount on the dates set forth, I hereby authorize the disbursing officer of the college/office/unit wherein I am employed, to deduct from my salary the amount thus unpaid as shown above and have remitted to the University of the Philippines Cebu.

Printed Name and Signature of Co-Debtor

Date

Parent Relative Guardian Others _____

Address: _____

Office/Unit: _____

Occupation: _____

Office Address: _____

ID No. _____

Total Assessed Fees _____

Amount of Loan Applied _____ % _____

Date Applied _____

APPROVED

ENDORSED BY

APPROVED

OSA Coordinator

Chancellor

PLEASE READ INSTRUCTIONS AT THE BACK OF THIS PAGE.

Copy 1 – Accounting Office Copy 2 – OSA Copy 3 – Student

Revised 2017 July 28

Do not fill up this portion.
Verified, checked and posted
By _____ Date _____

INSTRUCTIONS

1. Present your **Form 5A** to get the student loan application form from the Office of Student Affairs (OSA) or from the Accounting Office. Total assessed fees less scholarship (if applicable) will be the basis for the computation of the loanable amount, based on percentage applied for.
New students are still required to pay for ID, Entrance Fee, and Deposit Fee.
2. Accomplish the **Student Loan Application Form, in three (3) copies**.
Please fill up ALL the information required. Write legibly.
3. Have it signed by your co-debtor or guarantor. **Attach a photocopy of your co-debtor's valid ID with signature**. Acceptable co-debtors are parents and relatives of the students. The spouse of married students is an acceptable co-debtor.
4. Co-debtorship should not exceed three (3) students at a time. Co-debtors should read carefully the promissory note to acquaint him/her with the obligation he/she contracted.
5. If the loan amount exceeds 80% of your total assessed fees, you have to submit a letter addressed to the Chancellor stating the justification of your loan. The **justification letter** must be endorsed by the OSA Coordinator and the Vice Chancellor for Academic Affairs, for the final approval of the Chancellor.
6. If loan amount does not exceed 80%, submit your SLA Form for approval by the OSA Coordinator.
If loan amount exceeds 80%, submit SLA Form, together with justification letter, for endorsement by the OSA Coordinator and approval of the Chancellor.
7. Submit your **approved** Student Loan Application Form, with attachments, and your Form 5A to the Accounting Office for adjustment of school fees to be paid.
8. Proceed to Cash Office and pay corresponding amount (if any) and proceed with enrollment.

Note: If a qualified student, who has an unpaid loan by the end of a given semester, wishes to register for the following semester, he/she shall submit an appeal letter, duly attested to by his/her parent, guardian, or professor, addressed to the concerned Dean, explaining the nature of his/her financial incapacity. If the appeal is found meritorious, the Dean shall endorse it to the Chancellor for decision before the end of the registration period. A favorable decision shall enable the student to register and apply for another loan (1294th BOR Meeting: 13 December 2013).

PAYMENT

1. All outstanding loans must be fully paid in cash before the end of the semester or trimester.
2. Payment can be made at one time or in four installments. Get a payment slip from the Accounting Office and present this slip with your payment at the Cash Office for your official receipt. Return the payment slip to the Accounting Office and present your official receipt for updating/posting of your student loan.
3. All loans shall bear interest at the rate of six per centum (6%) per annum from the dates on which they are made. Interest shall be waived on loans which are paid within four (4) months (1294th BOR Meeting: 13 December 2013).