

University of the Philippines Cebu
Lahug, Cebu City

STUDENT LOAN APPLICATION FORM

SAIS Number	Name of Student	Degree Program	Year
Student Number			

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 _____ (₱ _____). If the amount is fully paid in cash before the end of classes, the interest shall be waived. Otherwise, an interest of **6%** per annum will be applied.

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 Director

Chancellor

PLEASE READ INSTRUCTIONS ON THE THIRD PAGE

DATA PRIVACY CONSENT FORM

The undersigned, one of the applicants/grantees of the _____, has given permission to the OSA and Accounting staff in charge of the scholarship/financial assistance in the collection, lawful use, and disclosure of my personal information which may include my student number, name, contact information, address, course, academic performance (i.e. number of units enrolled, subject's with grade/s obtained) and grant details.

I, further confirm that the OSA and other appropriate offices in the University are authorized to provide the above information to legitimate offices/institutions requesting specific information in relation to the awarding/renewal of my scholarship/financial assistance within the specified academic period.

This consent enables the OSA to comply with R.A. 10173, otherwise known as the Philippine Data Privacy Act of 2012.

I certify that the information given above is true and correct.

I consent to the processing of my personal and sensitive personal information contained in this form and in documents submitted for my scholarship/financial assistance application for the purpose of enabling the University of the Philippines System including all the relevant System and Constituent University Offices to verify my identity, prevent fraud, process my application, determine whether I am qualified to avail of my scholarship or other similar financial or other assistance, conduct research using non identifiable information in order to study the effectiveness of the University's scholarships and other financial assistance programs and assess how to improve the systems for the selection and execution of scholarship/financial assistance programs.

I further expressly agree that the concerned System and/or CU office may directly obtain all my relevant student records whether in electronic or paper-based format in order to verify the information contained in my application for the purpose of determining my eligibility for the scholarship and other financial assistance from the relevant UP Registrar, disciplinary board or tribunal and other University offices.

I expressly authorize the University to provide information required by the scholarship/financial assistance funders or sponsors for the purpose of enabling the latter to determine whether or not to continue to provide financial and other assistance with the assurance that the University will require such parties to observe strict compliance with the Philippine Data Privacy Act and other related laws and issuances when they process my personal and sensitive personal information.

I understand that the University of the Philippines including System and CU offices are authorized to process my personal and sensitive personal information without need of my consent pursuant to the relevant portions of Sections 4, 12, and 13 of the Philippine Data Privacy Act.

Signature over printed name of student

Date signed

If the student is a minor:

Signature over printed name of parent/guardian

Date signed

INSTRUCTIONS

1. Download this form on your smartphone or computer.
 2. Digitally fill up and electronically sign the form using [Adobe Fill & Sign](#) smartphone app, [Adobe Acrobat Reader](#) computer app, or any app of your choice.
 3. Forward the following documents to: fdselerio1@up.edu.ph, cc: sts.cebup@up.edu.ph
 - a. Photo of your Form5A.
 - b. Photo of your valid ID with signature,
 - c. Photo of co-debtor's valid ID with signature, and
 - d. The filled and signed form.
 4. We'll get back to you as soon as we can.
-

If you can't digitally fill up the form, please:

1. Print the form.
2. Write on the printed form.
3. Scan the form with [PhotoScan](#), any other scanning app, or with the default camera.

For further inquiries please email to: sts.cebup@up.edu.ph.

RULES

1. 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.
2. If the loan amount is equal to or greater than 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 Director and the Vice Chancellor for Academic Affairs, for the final approval of the Chancellor. Send the electronically-signed soft copy of the letter in PDF format to: sts.cebup@up.edu.ph cc: osa.upcebu@up.edu.ph
3. Proceed to the Cash Office and pay the 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 before the end of classes (1294th BOR Meeting: 13 December 2013).