

UP OPEN UNIVERSITY
Student Loan Program
APPLICATION FOR LOAN

Sir/Madam:

I wish to apply for a loan of ____ % (up to a maximum of 100%) of the total assessed matriculation fee amounting to _____
(P _____.00) through the Student Loan Program of the UP Open University to cover partial payment of my school matriculation fees for the _____
trimester/semester of A.Y. _____. Should my application be approved, I am authorizing UP Open University through the Student
Loan Program to apply my loan as payment for my school matriculation fees.

Printed Name and Signature of Student _____ Student No: _____

Program: _____

Classification:

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

New

Continuing; No. of units earned _____

Graduating; Remaining No. of units _____

Readmitted

Courses Enrolled for the Current Semester	Units	Total Assessed Fees (P)
Total No. of Units		

Home Address / Tel. No. / Cel. No.

Office Address / Tel No. / Cel No.

Email Address: _____

Please select option for payment

Lumpsum

Installment

TERMS AND CONDITIONS

_____ date

For value received, I _____, promise to pay the Student Loan Program of the UP Open University, the sum of _____ pesos (P. _____) in installment/lumpsum on or before the scheduled final exam on _____. Failure to do so authorizes the University to apply interests and other sanctions until the loan is fully paid.

I have read and clearly understood the following terms and conditions:

1. Approved loan amount shall be an automatic partial payment of matriculation. There will be no cash out. The balance of the total assessed fees for the term shall be paid by the student on or before the last day of enrolment to be considered officially enrolled.
2. A loan shall not incur any interest if payment is completed and received by UPOU on or before the end of term the loan was made.
3. If a student is unable to settle loan accounts by the final due date he or she shall be notified, together with his/her parents and/or guardians, of their past due obligations.
4. If the student fails to settle his/her account, the principal loan shall incur an interest of 0.5% per month on compounded basis of the balance.
5. If a student has an outstanding obligation, the provisions of revised UC Article 431 shall apply. Please see UPOU SLP Form No. 2.

CONFORME:

(Signature of the Student)

(Printed Name & Signature of the Witness)

Note: All fields should be filled out, otherwise your application will not be evaluated.

TO BE ACCOMPLISHED BY THE STUDENT LOAN (SL) COMMITTEE AND SL BOARD CHAIR or CHANCELLOR:

Documents verified by:

Action Taken for the SLB: **APPROVED / DISAPPROVED**

Screening Committee Member, OUR

JEAN A. SALUDADEZ

_____ Date

Screening Committee Member, OVCAA

VCFA and Chair, SLB

Screening Committee Member, OVCFCA

Action Taken for 100% loan application: **APPROVED / DISAPPROVED**

MELINDA DP. BANDALARIA

_____ Date

Chancellor

Recommendation: _____

APPEAL

(to be accomplished by students who will apply for a new loan but has an outstanding loan with SLP)

Dear Dean _____:

I am writing this appeal in relation to my outstanding and unpaid loan obligation under the UPOU SLP amounting to PhP _____ (PhP _____ .00) for the period ____ trimester/semester AY _____. I am unable to settle my loan obligation due to _____. Nevertheless, I intend to enroll this ____ trimester/semester AY _____ and apply for another loan under UPOU SLP equivalent to ____ % (up to 100% maximum) of the total assessed matriculation fee amounting to _____ (PhP _____ .00). I undertake to settle my total obligations on or before _____. I understand that unless cleared of all loan obligations, UPOU has the right not to release to me my diploma, transcript of records, clearance and other academic credentials.

Sincerely,

Printed Name & Signature of Student

Attested to:

Parent/Guardian

Dear Chancellor Bandalaria:

I am endorsing the appeal submitted by _____ for his/her outstanding and unpaid obligation under the UPOU SLP amounting to _____ (PhP _____ .00) for the period ____ trimester/semester AY _____. He/she intends to enroll this ____ trimester/semester AY _____ and apply for another loan under UPOU SLP equivalent to ____ % (up to 100% maximum) of the total assessed matriculation fee amounting to _____ (PhP _____ .00) and undertakes to pay on or before _____.

Truly yours,

Dean

Action taken by the Chancellor: **APPROVED / DISAPPROVED**

MELINDA DP. BANDALARIA
Chancellor