

UP OPEN UNIVERSITY
 Student Loan Program
APPLICATION FOR LOAN

Sir/Madam:

I wish to apply for a loan of ____% amounting to _____ (PhP _____).
 My total assessed matriculation fee for the ____ Semester/Trimester AY _____ is _____ (PhP _____).
 Should my application be approved, I am authorizing the UP Open University, through the Student Loan Program, to apply my loan as partial/full payment for my school matriculation fees.

Printed Name and Signature of Student

Program: _____
 Student No.: _____

Are you currently employed (Y/N)? _____
 For graduate students ONLY:
 (Please fill out the Declaration Form (UPOU SLP Form No. 3).)

- Classification:
- 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

For value received, I _____, promise to pay the Student Loan Program of the UP Open University, the sum of _____ pesos (PhP _____) 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:

- Approved loan amount shall be an automatic partial or full payment of matriculation fee. There will be no cash out. If partial payment, the balance of the total assessed fee for the term shall be paid by the student on or before the last day of enrollment to be considered officially enrolled.
- 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. Interest shall be waived on loans which are paid within four (4) months.
- A notification on the obligation will be received by the student and the guardian if unable to settle the loan on or before the due date.
- If the student fails to settle the account, the principal loan shall incur an interest of 6% per annum or 0.5% per month on a compounded basis of the balance.
- If a student has an outstanding obligation/s, the provisions of revised UC Article 431 shall apply. Please see UPOU SLP Form No. 2A or UPOU SLP Form No. 2B.

CONFORME:

(Signature of the Student)

(Printed Name & Signature of the Witness)

Contact information _____
 Scanned copy of ID of the Witness (to be submitted together with the application form)

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 OR CHANCELLOR	
Documents verified by:	Action Taken for the SLB: APPROVED/DISAPPROVED
Screening Committee Member, OUR	_____ Date
Screening Committee Member, OVCAA	JEAN A. SALUDADEZ VCFA and Chair, SLB
Screening Committee Member, OVCFA	Action Taken for 100% loan application: APPROVED/DISAPPROVED
	_____ Date
	JOANE V. SERRANO Chancellor

APPEAL FORM

(to be accomplished by students who will apply for a new loan but has an outstanding loan/s 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_____.00) for the period _____ trimester/semester AY _____. I am unable to settle my loan obligation due to _____ I intend to enroll this _____ trimester/semester AY _____, with _____ units to be taken, and apply for another loan under the UPOU SLP equivalent to _____% of the total assessed matriculation fee amounting to _____ (Php_____.00). I undertake to settle my 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 by:

Parent/Guardian

Contact information _____

Scanned copy of ID (to be submitted together with the application form and appeal form)

Dear Chancellor Serrano:

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 _____, with _____ units to be taken, and apply for another loan under the UPOU SLP equivalent to _____% 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**

JOANE V. SERRANO

Chancellor

APPEAL FORM

(to be accomplished by students who will apply for a new loan but with two or more outstanding loan/s with SLP)

Dear Dean _____ :

I am writing this appeal in relation to my outstanding and unpaid loan obligation/s under the UPOU SLP amounting to _____ (PhP _____ .00) for the period of:

_____ trimester/semester AY _____
_____ trimester/semester AY _____
_____ trimester/semester AY _____

I am unable to settle my loan obligation due to _____
(explain the reason for limited financial capacity)

Nevertheless, I intend to enroll this _____ trimester/semester AY _____, with _____ units to be taken, and apply for another loan under the UPOU SLP equivalent to _____ % of the total assessed matriculation fee amounting to _____ (PhP _____ .00). I undertake to settle my 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 by:

Parent/Guardian
Contact information _____
Scanned copy of ID (to be submitted together with the application form and appeal form)

Dear Chancellor Serrano:

I am endorsing the appeal submitted by _____ for his/her outstanding and unpaid obligation/s under the UPOU SLP amounting to _____ (PhP _____ .00) for the period of:
_____ trimester/semester AY _____
_____ trimester/semester AY _____
_____ trimester/semester AY _____

He/She intends to enroll this _____ trimester/semester AY _____, with _____ units to be taken, and apply for another loan under the UPOU SLP equivalent to _____ % 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**

JOANE V. SERRANO
Chancellor

DECLARATION FORM

(Non-Recipient of Scholarship Grant)

I, _____, with Student No. _____, a student of
(Student's Full Name)
_____, hereby declare that I am **not a recipient of any scholarship grant**
(Program / Course)
intended to cover my tuition fees from this institution or from any other government or private organization.
This declaration is made in good faith to attest to the truth of the foregoing and for any legal or official
purpose it may serve.

I fully understand that any false declaration may subject me to disciplinary action in accordance with the rules
and regulations of the University.

Signature over Printed Name of Student

Contact information _____

Name and Signature of Employer/Supervisor

Contact information _____