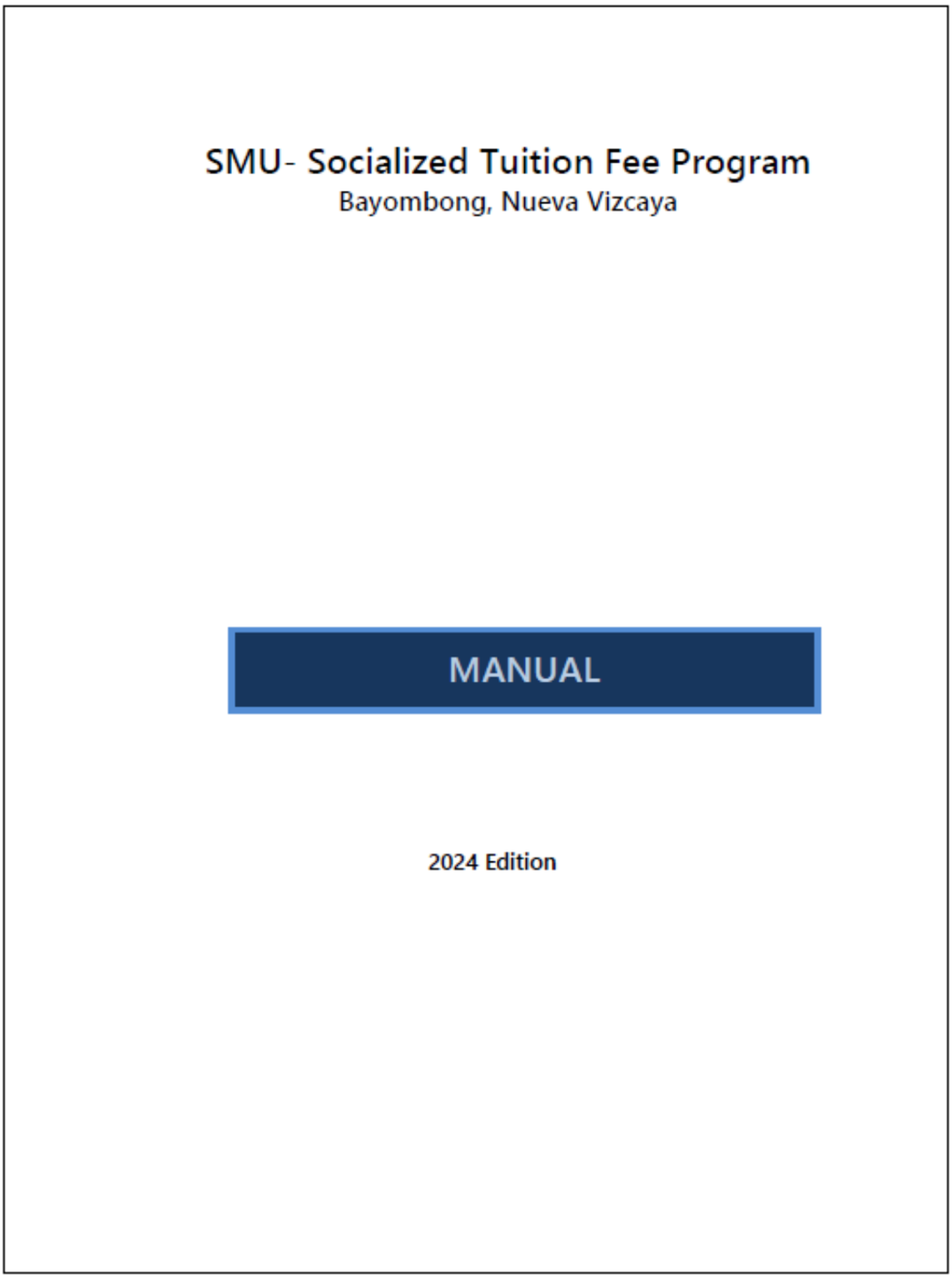
Schemes to Support Poor Students from Low or Lower-Middle Income Countries



SMU- Socialized Tuition Fee Program

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MANUAL

2024 Edition

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SMU-SOCIALIZED TUITION FEE PROGRAM

The Saint Mary□s University Socialized Tuition Fee Program (SMU-STFP) aims to help pupils and students, who meet specific criteria for eligibility, to have access to quality Catholic education, especially to help needy and

deserving students attain a college education. College students who are taking a second course, are therefore not qualified to apply for tuition fee discount under this program. The selection of grantees will take into consideration the financial need and academic competence of the student/pupil/applicant.

GOVERNING BODY and MANAGEMENT

The Scholarship Committee
The committee is in charge of the screening, interview and selection of the student scholars.

1. Vice President for Mission and Identity (Chair)
2. Vice President for Academic Affairs (Vice Chair)
3. University President (Member)
4. Vice President for Finance (Member)
5. Vice President for Administration (Member)
6. Legal Counsel (Member)

APPLICATION AND SELECTIONS PROCESS

New Applicants

Step	Person Responsible	Process	Document
1	Applicant	Secures application form from Office of the VP for Mission and Identity	Application form; Proof of enrollment in SMU
2	Applicant	Fills out application form and attach requirements.	Accomplished application form; Requirements
3	Staff in-charge, Scholarships	Accepts application form and examines completeness of requirements.	Accomplished application form; Requirements

Requirements:

- ✓ School report on grades of the latest school year or semester enrolled;
- ✓ Birth Certificate
- ✓ BIR Income Tax Return of parents or Certificate of Tax Exemption;
- ✓ 2□ x 2□ ID picture
- ✓ Electric bills for the last 3 months
- ✓ Application letter

4	Staff in-charge, Scholarships	Informs applicant on the schedule of interview.	Schedule of interview
5	VPMI or authorized committee member	Interviews applicant and validate information written on application form and documents submitted.	Interview evaluation form
6	Staff in-charge, Scholarships	Advises applicant to wait for result of application. Result depends on Committee deliberation and availability of slots.	None
7	Staff in-charge, Scholarships		Summary of applications

The summarized in… g:

- ✓ Name of the applicant;
- ✓ Place of origin and school graduated from and ethnicity
- ✓ Name and occupation of parents;
- ✓ Amount of family income;
- ✓ Family size;
- ✓ Information regarding other members of the family (like siblings) with income;
- ✓ GWA (general weighted average) for subjects enrolled during the previous SY/semester/term.

8	Staff in-charge, Scholarships	Coordinates with VPMI and members of the Scholarship Committee the schedule of	Notice of committee deliberation meeting

9	Staff in-charge, Scholarships	Provides committee members with copies of summary of applications. Information, applicant on the schedule of	Summary of applications
10	Scholarship committee members	Deliberate and select grantees.	Summary of applications
11	Staff in-charge, Scholarships	Prepares minutes of meeting and summary of approved applications.	Minutes of meeting; List of approved applications
12	Staff in-charge, Scholarships	Gives Notice of Award to applicants with acknowledgement of grantee	Minutes of meeting; List of approved applications
13	Staff in-charge, Scholarships	Forwards list of scholars to SMU Accounting Office for processing of grants.	List of scholars

Re-applications / Renewal

Step	Person Responsible	Process	Document
1	Grantee	Submits copy of grades for the previous semester/term enrolled.	Copy of grades
2	Staff in-charge, Scholarships	Accepts grades and Advises applicant to wait for result of application.	Copy of grades
3	Staff in-charge, Scholarships	Verifies authenticity of grades from the Registrar□s Office or SIS	Copy of grades
4	Staff in-charge, Scholarships	Makes summary of re-applicants and summary of grades.	Copy of grades

The summarized information include the following:

- ✓ Weighted average for the previous semester/term;
- ✓ Incomplete and failing grades;

Steps 8 to 13 above are followed.

CRITERIA AND PROCEDURES IN THE SELECTION AND GRANTING OF SCHOLARSHIP SLOTS:

A. New Applications

1. Need of applicant based on –
   a. Parents occupation;
   b. Family income status. The applicant belongs to a family whose income bracket is less than the poverty threshold, and/or financially needy, as determined by the Scholarship Committee;
   c. Size of the family;
   d. Number of siblings gainfully employed. (Applicants with siblings gainfully employed may be disqualified);
2. Academic and Leadership Potential
   a. General Weighted Average (GWA) grade of at least 80;
   b. Program enrolled – some scholarships require specific courses to be enrolled
   c. previous leadership and academic achievements
3. Motivation to succeed
   a. previous and current efforts to support educational goal (ex. working student, entrepreneurship)
   b. purpose for pursuing educational dream
   c. Applicants who came for interview

B. Renewal / Reapplications

1. Grantees must be supportive of Saint Mary s University in their words and actions.

2. Grantees submit a copy of their grades for the previous term/semester as basis for the evaluation of their scholarship renewal.
3. Grantees from the basic education level who pursue college education in SMU will be considered for reapplication of scholarships in the next school level (except for Law and Graduate Studies).
4. Scholarship of grantees with GWA lower than 80 will be suspended will be given letter of warning. If their grades do not improve the following semester, the scholarship is suspended.
5. Grantees with un-removed incomplete marks and unauthorized withdrawals in some subjects will be given first warning, and a last warning if such marks are repeated the following semester.
6. Previous grantees who meet the required general weighted average and have no incomplete or failing marks are automatically renewed if they have no violations of school rules and regulations

GENERAL GUIDELINES

1. The submission of application does not guarantee the applicant that a slot will be granted. It will depend on the evaluation by the Scholarship Committee on the need, academic potential and motivation of the student based on the data/information gathered from the application forms and from the interview. It also depends on the available funds.

2. The scholarships are only for basic education and undergraduate programs. Students enrolled in the College of Law and Graduate Studies are not qualified.

3. Scholarship is granted to one member only per family to ensure more families are assisted.

4. The grant will cover tuition fee discounts ranging from 10% to 100%, depending on the merits of the application, as determined by the Scholarship Committee.

5. Applicants will be informed in writing on the results (Approval/Disapproval) of their application for tuition fee discounts

6. The policy of □no double scholarships□ is applied. This is especially applicable to cases like SMU employee dependents, students with government or other private scholarships. Exceptions may be granted to students who cannot afford to pay their other fees not covered by the STFP grant.

7. The scholarship may be withdrawn or cancelled if a student/applicant is found to have withheld or falsified information, or has eventually had access to other scholarships/grants or has incurred major violation of SMU rules and regulation as determined by the Scholarship Committee.

8. Subjects enrolled which are not required in the program, or are not part of the curriculum, will not be included in the computation of scholarship grant.

9. Students with failing grades are given first warning, and a second strong warning, if the failing or low grades are repeated the following semester. On the third semester with failing grades, the scholarship is stopped.

10. The grantee is made to pay back the equivalent amount for failed subjects, unauthorized withdrawals, or un-removed incomplete (INC) marks for the period when the scholarship is granted.

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
VICE PRESIDENT FOR MISSION AND IDENTITY

Document Code	SDMS-SGA-FO-001, Rev. 01
Effectivity Date	2025/01/07
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SCHOLARSHIP APPLICATION FORM

Instructions: *Fill in (using ball pen, not typewritten) all the required information. Do not leave an item blank. If item is not applicable, indicate "N/A". Please read the General and Documentary Requirements*

PERSONAL INFORMATION

1. Name	Last Name		First Name		Middle Name
2. Date of Birth	Month / Day / Year		3. Permanent / Home Address		
4. Place of birth					
5. Gender	[ ] Male [ ] Female		6. Civil Status	[ ] Single [ ] Married	
7. Mobile Number			8. E-mail address		

FAMILY BACKGROUND

	Father	Mother
	[ ] Living [ ] Deceased	[ ] Living [ ] Deceased
9. Name of Parents		
10. Address		
11. Occupation		
12. Educational Attainment		
13. Contact Numbers		
14. Family Size (Including Parents)	15. Person responsible for Schooling	[ ] Parents [ ] Brother/Sister [ ] Self [ ] Others, pls. specify _____
16. Family or household members who are employed or earning	[ ] Father [ ] Mother [ ] Siblings (please specify how many siblings are employed): _____	
17. Gross Income of Family	Monthly ₱	Annual ₱
18. Family's Dwelling Place	[ ] Owned [ ] Rented [ ] Free/Staying with Relatives	
19. Make of Dwelling Place	[ ] Concrete [ ] Made of Light materials (plywood, bamboo, cogon) [ ] Tiled floors	
20. If renting, state amount of monthly rental	₱	

21. Gadgets/Appliances Owned		Cellphone		Television Set	Refrigerator
		Camera		Video/CD Player	LPG Stove
		Computer/Laptop/Tablet		Stereo/Karaoke	Oven/Microwave Oven
		Electric Fan		Air Conditioner	Vehicle [ ] Owned [ ] Rented

22. Family: List down all the names of the members of your family in proper sequence from (eldest to youngest) including YOURSELF (place an X mark before your name. Indicate all the necessary information.

Name	Status	Age	Highest Educational Attainment/Study Level	Present Occupation	Annual Gross

OTHER RELATED INFORMATION

23. Program enrolled in SMU	
24. Previous School/s attended	
25. Other Scholarships or Grants being enjoyed	
26. Name of Relative/s employed in SMU (first to third degree)	
27. Are there special circumstances in your family which may help evaluate your financial need? Use additional sheet if necessary	

CHARACTER REFERENCE

NAME	NAME OF INSTITUTION / POSITION	ADDRESS

☐ SMU – SDF ☐ STFP ☐ Other Scholarship: _____

☐

SWORN STATEMENT OF THE APPLICANT / APPLICANT'S PARENTS / LEGAL GUARDIAN

I hereby certify to the truthfulness and completeness of the above information. I understand that any misinformation and/or withholding of any information will automatically disqualify me/my dependent from receiving tuition fee discount, and may serve as grounds for disciplinary action from the University. In addition, if such misinformation is discovered after the tuition fee discount have been awarded, I/my dependent will be required to reimburse all the financial benefits received plus interest at the legal rate prevailing at the time of reimbursement without prejudice to the filing of charges against me.

_____ _____
Signature of Applicant / Parent / Legal Guardian Date

Qualifications. To qualify for scholarship grant / tuition fee discount, the student must:

1. Currently enrolled at Saint Mary's University;
2. Have passing grades;
3. Be in need of financial assistance (applicant's annual family income is less than the poverty threshold and/or as determined by the Scholarship Committee).

Checklist of Required Documents:

1. Scholarship Application Form
2. One (1) 2" × 2" picture taken within the last three months, with the applicant's name and student number printed on the back, stapled on the application form.
3. Birth certificate of the applicant.
4. Latest Grades
5. Latest Income Tax Returns of Parents / legal guardian or *Certificate of Tax Exception* if parents are tax exempt.
6. Latest Income Tax Returns of other gainfully employed members of the applicant's household for the latest taxable year.
7. Electric bills for the last three (3) months.
8. Application letter addressed to:
   Rev. Fr. Philip A. Yu Jr., CICM
   Vice president for Mission and Identity
   Chair, Student Scholarship, Grants and Awards
   Saint Mary's University
   Bayombong, Nueva Vizcaya

Please read carefully the questions and select the most appropriate response by placing a checkmark in the space provided next to your choice. Your honest and thoughtful response are greatly appreciated.

1. How did you become aware of the opening of the scholarship? (Check multiple options if it applies)

   _____SMU Website _____Facebook Post _____SMU Employee _____From Friend

   Others: (Please Specify): _____

2. On the Scale of 1 to 4, 1 being the lowest and 4 being the highest, how would you rate your satisfaction with the platforms used in our advertisement?

   ☐ 1 ☐ 2 ☐ 3 ☐ 4

Note: Any false statement made herein will be ground for the revocation of whatever study grant if given by virtue of this application.

I have read the above information sheet and accomplished it to the best of my knowledge and belief.

_____
Printed Name and Signature of Applicant

_____
Contact number