



**FREE TUITION FEE APPLICATION FORM**

Directions: Please fill-up by putting a check mark (/) on the appropriate box or by writing the needed information.  
 Write in CAPITAL LETTERS.

**I. PERSONAL INFORMATION**

Name: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Home Address: \_\_\_\_\_

Sex: Male  Female   
 Civil Status: Single  Married

**II. FAMILY INFORMATION**

Who is supporting your studies?  
 Parents   
 Self-supporting   
 Spouse (if married)

If supported by the parents,  
 Number of Siblings Below 18 years old: \_\_\_\_\_  
 If married and supported by the spouse,  
 Number of Children Below 18 years old: \_\_\_\_\_

Monthly Family Income:

		Occupation	Estimated Monthly Income
If supported by parents	Father		
	Mother		
	<b>Total Monthly Family Income</b>		
If supported by spouse			
If Self-supporting			

Does your family belong to any of the following? 4Ps Beneficiaries  Listahan 2.0  Not applicable   
 (Pantawid Pamilyang Pilipino Program)

**III. STUDENT INFORMATION**

Course: \_\_\_\_\_

Type of Student: New   
 Continuing   
 Old Student Returning

If New, when was the last school year enrolled: \_\_\_\_\_  
 and in which institution (name of school): \_\_\_\_\_

Year Level:  
 Graduating  
 5<sup>th</sup> Year Graduating   
 4<sup>th</sup> Year Graduating   
 Non-Graduating  
 4<sup>th</sup> Year  3<sup>rd</sup> Year   
 2<sup>nd</sup> Year  1<sup>st</sup> Year

Are you a grantee of StuFAP? NO  YES  If yes, Half Merit (Php 15,000.00/year)   
 (Student Financial Assistance Program) Full Merit (Php 30,000.00/year)   
 Are you a grantee of ESGP-PA? NO  YES   
 (Expanded Student Grants-in-Aid Program for Poverty Alleviation)

I hereby certify as to the correctness of the information provided.

\_\_\_\_\_  
**Signature of Applicant**

Reminders: To be accomplished in duplicate and submitted with the Pre-registration Form and other requirements

(Do not write on this part, for OSDS Personnel)

**CONFIRMATION SLIP**

Date: \_\_\_\_\_

To the Cashier:

This confirms that \_\_\_\_\_ is conditionally granted Free Tuition Fee.  
 (Name of Student)

Assessed by:

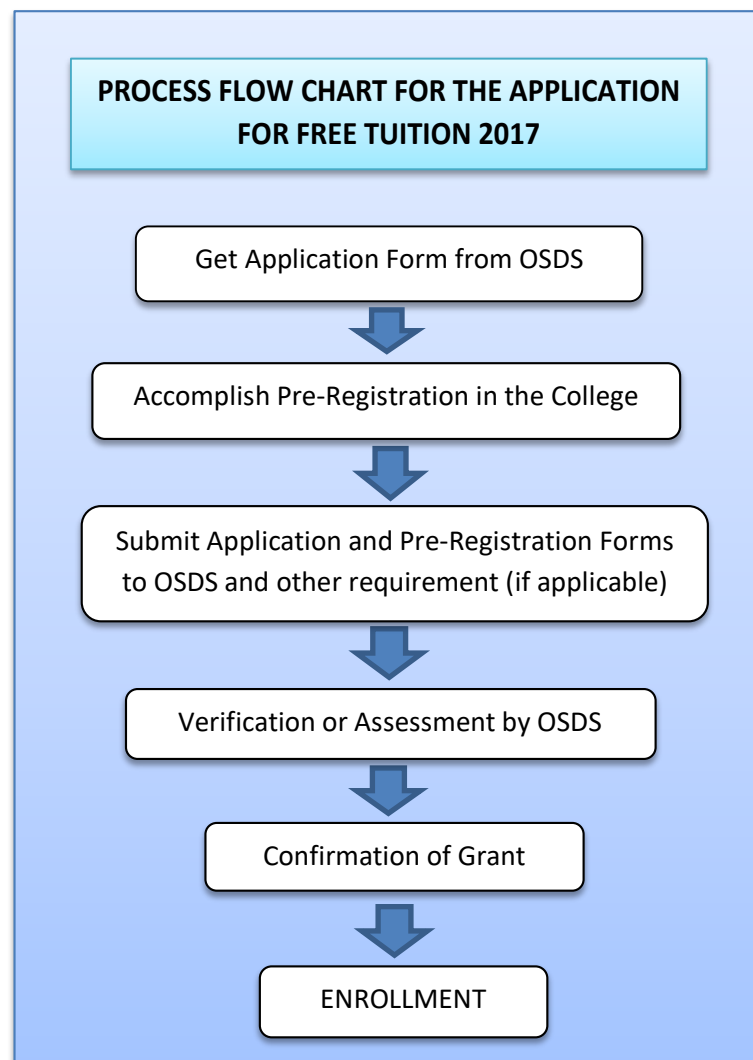
\_\_\_\_\_  
 Printed Name & Signature of OSDS Scholarship Coordinator

## APPLICATION PROCESS FOR THE FREE TUITION FEE GRANT

1. Get Application Form for Free Tuition Fee from the OSDS Office of Scholarship and Financial Assistance or download from the URS official website.
2. Go to your College and seek for Pre-registration with the assistance of the Program Head or the Dean.
3. Submit the accomplished application and pre-registration forms together with other requirement (if any) to the OSDS Office of Scholarship and Financial Assistance for assessment or verification.
4. If you are a StuFAP Beneficiary, ESGP-PA Grantee, 4Ps Beneficiaries, Listahan 2.0 or a Graduating Student, no requirement is needed. However, for 4Ps and Listahan 2.0, if the official lists are not yet available, you need to get a DSWD Certification.

For other students who do not belong to the abovementioned groups, you will need to submit any proof of income such as *Income Tax Return (ITR)*, *Barangay* or *DSWD Certificate of Indigency*, or *OFW Certificate/Contract*.

5. Upon submission, the OSDS shall verify or assess if you are eligible for the free tuition and if slots are still available. If so, the Confirmation Slip will be signed by the Scholarship Coordinator and you are now ready to enroll.
6. Upon enrollment, submit to the enrolling officer/registrar the Registrar's Copy of the Application Form with the signed Confirmation Slip. The Confirmation Slip will be detached and attached to the Registration Form for presentation to the Cashier.





**FREE TUITION FEE APPLICATION FORM**

Directions: Please fill-up by putting a check mark (/) on the appropriate box or by writing the needed information.  
 Write in BLOCK or CAPITAL LETTERS.

**I. PERSONAL INFORMATION**

Name: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Home Address: \_\_\_\_\_

Sex: Male  Female   
 Civil Status: Single  Married

**II. FAMILY INFORMATION**

Who is supporting your studies?  
 Parents   
 Self-supporting   
 Spouse (if married)

If supported by the parents,  
 Number of Siblings Below 18 years old: \_\_\_\_\_  
 If married and supported by the spouse,  
 Number of Children Below 18 years old: \_\_\_\_\_

Monthly Family Income:

	Occupation	Estimated Monthly Income
If supported by parents	Father	
	Mother	
	<b>Total Monthly Family Income</b>	
If supported by spouse		
If Self-supporting		

Does your family belong to any of the following? 4Ps Beneficiaries  Listahan 2.0  Not applicable   
 (Pantawid Pamilyang Pilipino Program)

**III. STUDENT INFORMATION**

Course: \_\_\_\_\_

Type of Student: New   
 Continuing   
 Old Student Returning

If New, when was the last school year enrolled: \_\_\_\_\_  
 and in which institution (name of school): \_\_\_\_\_

Year Level:  
 Graduating  
 5<sup>th</sup> Year Graduating   
 4<sup>th</sup> Year Graduating   
 Non-Graduating  
 4<sup>th</sup> Year  3<sup>rd</sup> Year   
 2<sup>nd</sup> Year  1<sup>st</sup> Year

Are you a grantee of StuFAP? NO  YES  If yes, Half Merit (Php 15,000.00/year)   
 (Student Financial Assistance Program) Full Merit (Php 30,000.00/year)   
 Are you a grantee of ESGP-PA? NO  YES   
 (Expanded Student Grants-in-Aid Program for Poverty Alleviation)

I hereby certify as to the correctness of the information provided.

\_\_\_\_\_  
**Signature of Applicant**

Reminders: To be accomplished in duplicate and submitted with the Pre-registration Form and other requirements

Cashier's Copy

(Do not write on this part, for OSDS Personnel)

**CONFIRMATION SLIP**

Date: \_\_\_\_\_

To the Cashier:

This confirms that \_\_\_\_\_ is conditionally granted Free Tuition Fee.  
 (Name of Student)

Assessed by:

\_\_\_\_\_  
 Printed Name & Signature of OSDS Scholarship Coordinator

## APPLICATION PROCESS FOR THE FREE TUITION FEE GRANT

1. Get Application Form for Free Tuition Fee from the OSDS Office of Scholarship and Financial Assistance or download from the URS official website.
2. Go to your College and seek for Pre-registration with the assistance of the Program Head or the Dean.
3. Submit the accomplished application and pre-registration forms together with other requirement (if any) to the OSDS Office of Scholarship and Financial Assistance for assessment or verification.
4. If you are a StuFAP Beneficiary, ESGP-PA Grantee, 4Ps Beneficiaries, Listahan 2.0 or a Graduating Student, no requirement is needed. However, for 4Ps and Listahan 2.0, if the official lists are not yet available, you need to get a DSWD Certification.

For other students who do not belong to the abovementioned groups, you will need to submit any proof of income such as *Income Tax Return (ITR)*, *Barangay* or *DSWD Certificate of Indigency*, or *OFW Certificate/Contract*.

5. Upon submission, the OSDS shall verify or assess if you are eligible for the free tuition and if slots are still available. If so, the Confirmation Slip will be signed by the Scholarship Coordinator and you are now ready to enroll.
6. Upon enrollment, submit to the enrolling officer/registrar the Registrar's Copy of the Application Form with the signed Confirmation Slip. The Confirmation Slip will be detached and attached to the Registration Form for presentation to the Cashier.

