



Policies and Guidelines of the UST Scholarship Program

Revised 2020

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POLICY STATEMENT

It shall be the policy of the University to cultivate academic excellence and facilitate access to quality education for the deserving students through its scholarship program.

ORGANIZATIONAL STRUCTURE

CENTRAL SCHOLARSHIP COMMITTEE

Chair:

Vice Rector

Members:

Vice Rector for Finance

Secretary General

Director, Office for Student Affairs

Director, Office for Admissions

Registrar

Dean

LOCAL SCHOLARSHIP COMMITTEE

Chair

Co-chair

Regent (Ex-officio)

2 Members

Secretary

CONCERNED OFFICES

Office of the Vice Rector

Office of the Secretary General

Office for Student Affairs

Office of the Vice Rector for Finance/Accounting Department/Treasury
Department

Santo Tomas E-Service Providers (STEPS)

Office for Admissions

Office for Grants and Endowment

Office of the Registrar

Academic Units

FUNCTIONS AND RESPONSIBILITIES

A. The **Central Scholarship Committee**, created and appointed by the Rector, shall take care of all scholarship programs in the University. It shall be the responsibility of the Committee to:

1. Define the policies of the University Scholarship Program and issue appropriate guidelines;
2. Conduct periodic review and evaluation of the Scholarship Program implementation;
3. Conduct final interview of applicants for San Martin de Porres and San Lorenzo Ruiz scholarships;
4. Assess proposed Memorandum of Agreement from external donors or foundations to be signed by the Rector; and
5. Approve scholarship application.

B. The **Local Scholarship Committee** shall have the responsibility to:

1. Promote the scholarship programs of the University in their respective faculty/college
 - 1.1. Raise the level of awareness of the students regarding the available scholarships;
 - 1.1.1. Post scholarship posters prepared by the Office for Student Affairs as approved by the Central Committee;
 - 1.1.2. Post scholarship posters given by external foundations and donors.
 - 1.2. Promote the scholarship program to the alumni for possible donors.
 - 1.2.1. Meet with the officers of the Faculty/College Alumni Association.
2. Announce available scholarships and screen qualified candidates
 - 2.1. Entertain inquiries about the San Martin de Porres and San Lorenzo Ruiz scholarships;

- 2.2. Schedule dates for the scholarship application;
 - 2.3. Process submitted application forms and requirements;
 - 2.4. Interview and evaluate qualified candidates for recommendation;
 - 2.5. Recommend candidates to the Central Committee through the Office for Student Affairs for final approval.
3. Assist the Office for Student Affairs in monitoring the performance of the scholars in two areas:
 - 3.1. Academic performance;
 - 3.2. Participation in voluntary, OSA/Becarios de Santo Tomas-initiated activities and other university advocacies.

C. **CONCERNED OFFICES** shall assist in the implementation of the Scholarship Program. Each office has the following functions/ responsibilities:

- I. The Office for Student Affairs is entrusted with the supervision of the implementation of the scholarship program and shepherding of the scholars. It shall be the responsibility of the Office to:
 1. Ensure the proper implementation of the policies and guidelines in the application and renewal of scholarships.
 - 1.1. Refer students who are interested to apply for San Martin de Porres and San Lorenzo Ruiz scholarships to the Faculty/College Local Scholarship Committee;
 - 1.2. Schedule dates for application and renewal of scholarships;
 - 1.3. Receive a list of qualified applicants from the local scholarship committee on a scheduled date;
 - 1.4. Schedule interview for qualified applicants by any member of the Central Scholarship Committee;
 - 1.5. Schedule final assessment for qualified applicants;

- 1.6. Schedule parent interview for verification and approval of the application for San Martin de Porres and San Lorenzo Ruiz scholarships;
- 1.7. Prepare the Scholarship Agreement document between the Scholar and the University;
- 1.8. Process submitted scholarship application forms and requirements for Santo Tomas and Santo Domingo scholarships;
- 1.9. Process application for renewal of scholarships;
- 1.10. Encode newly approved scholarship application and renewal to the OSA oracle scholarship encoding system;
- 1.11. Provide a list of freshmen valedictorians to the Office of the Chairman in preparation for learning materials allowances;
- 1.12. Provide a list of scholars to the Office of the Vice Rector for Finance/Accounting Office in preparation for test permits and application for refund, if applicable;
- 1.13. Facilitate Scholarship Programs of External Foundations/Benefactors:
 - 1.13.1. Prepare a shortlist of recommended candidates and send requirements to the external foundations and partner industries/alumni;
 - 1.13.2. Coordinate schedule of interview of applicants;
 - 1.13.3. Announce approved application through the local committee;
 - 1.13.4. Request and coordinate with the Office of the Registrar the academic report of San Martin External scholars every term;

- 1.13.5. Collate billing statements, academic reports and official receipts of the San Martin External scholars and send to the Office of the Vice Rector for mailing.
- 1.14. Maintain a file of each of the scholar and other scholarship-related documents;
- 1.15. Prepare a letter of guarantee for external donors or foundations with pending payments for their scholars;
- 1.16. Coordinate with the concerned Offices according to the immediate need during the implementation.
2. Report and coordinate matters concerning the Scholarship Program to the Central Scholarship Committee.
 - 2.1. Address concerns of individual scholars specifically regarding:
 - 2.1.1. Appeals for scholarship
 - 2.1.2. Disciplinary cases
 - 2.1.3. Other concerns
 - 2.2. Prepare schedules and coordinate programs and projects for institutional activities for the scholars and benefactors, such as:
 - 2.2.1. Formation Programs for each year level of scholars;
 - 2.2.2. Testimonial gathering for the Graduating scholars with Central and Local Scholarship Committees;
 - 2.2.3. Testimonial gathering for the Benefactors and their graduating scholars;
 - 2.2.4. General orientation for the newly accepted scholars;
 - 2.2.5. Prepare scholarship statistics report.

3. Monitor the performance of the scholars in terms of:
 - 3.1. Academic performance;
 - 3.2. Active participation in all scholars' activities initiated by the University, Office for Student Affairs and Becarios de Santo Tomas.
 - 3.3. Involvement in service learning in the Office for Student Affairs.

II. The **Accounting Department**. It shall be the responsibility of the department to:

1. Receive a list of scholars, generated from the OSA-oracle menu from the Office for Student Affairs in preparation for test permits of the students and application for refund, if applicable;
2. Prepare and send to the Office for Student Affairs billing statements for external scholarships.

III. The **Treasury Department**. It shall be the responsibility of the department to:

1. Receive checks from the Office for Student Affairs as payment for the San Martin External scholars and issue official receipt;
2. Allocate the stipend of the San Lorenzo Ruiz scholars as advised by the Office for Student Affairs through the OSA oracle menu every month;
3. Release the Learning Materials Allowances for the Santo Tomas (SHS Valedictorian) scholars.

IV. The **Office of Finance**. It shall be the responsibility of the office to:

1. Approve letters of guarantee prepared by OSA for external donors or foundations prior to the scheduled examinations;
2. Approve refund of scholars, if applicable.

V. The **Office of the Vice Rector**. It shall be the responsibility of the office to:

1. Receive letters for reconsideration from scholars and other documents that need the approval of the Chairman;
2. Prepare budget for freshmen Santo Tomas (SHS Valedictorian) Scholars' Learning Materials allowances;
3. Mail letters for the external donors or foundations.
4. Coordinate with the Office for Student Affairs.

VI. The **Santo Tomas E-Service Providers (STEPS)**. It shall be the responsibility of the office to develop and maintain a system for the Scholarship Program;

VII. The **Office for Admissions**. It shall be the responsibility of the office to:

1. Promote the UST Scholarship Program through marketing strategies and activities.
2. Administer the qualifying examinations for the incoming Santo Tomas Scholarship applicants, as scheduled;
3. Coordinate and submit the list of qualified Santo Tomas Scholarship applicants to the Office for Student Affairs.

VIII. The **Office for Grants and Endowment**. It shall be the responsibility of the office to:

1. Process scholarships under the Research and Endowment Fund, Inc. (REFI).
2. Coordinate and submit list of REFI scholars to the Office for Student Affairs for encoding of discount.
3. Prepare Learning Materials allowance for the Top 1 San Martin scholar per college.

IX. The **Office of the Secretary General**. It shall be the responsibility of the office to send memoranda to the different faculties, colleges and departments of the University pertaining scholarship matters.

X. The **Office of the Registrar**. It shall be the responsibility of the office to:

1. Provide enrollment statistics to the Office for Student Affairs for reference in preparation of scholarship statistics;
2. Provide academic records and academic statuses of the following scholars to the Office for Student Affairs:
 - 2.1. Graduating San Lorenzo Ruiz scholars;
 - 2.2. San Martin External scholars.

POLICIES AND GUIDELINES

As part of the University's mission to contribute to the formation of a progressive and humane society, the University of Santo Tomas offers a comprehensive scholarship program categorized into four (4) schemes:

1. SANTO TOMAS SCHOLARSHIP

This scholarship, named after the Patron Saint of the University, is given to students with excellent academic performance.

GENERAL QUALIFICATIONS:

FOR JUNIOR HIGH SCHOOL:

- Must be a Top 1 or Top 2 elementary school completer and must belong to the top ten students of the UST Junior High School Entrance Test or;
- Must belong to the top ten students of the UST Education High School Entrance Test.

FOR SENIOR HIGH SCHOOL:

- Must be a Top 1 or Top 2 Junior High School completer of the batch;
- Must pass the UST Entrance Test (USTET) for Senior High School; and

COMPLETERS OF THE UST JUNIOR HIGH SCHOOL AND EDUCATION HIGH SCHOOL:

The Top 1 and Top 2 Grade 10 completers from UST Junior High School and Education High School are automatically entitled to the Senior High School Santo Tomas Scholarship.

COMPLETERS OF THE PUBLIC JUNIOR HIGH SCHOOL:

The Top 1 and Top 2 Grade 10 completers from Public Junior High School are entitled to the Senior High School Santo Tomas Scholarship.

FOR TERTIARY LEVEL:

- Must be a Senior High School Top 1 or Top 2 graduate of the batch;
- Must pass the UST Entrance Test (for Freshmen);

FOR FACULTY OF MEDICINE AND SURGERY:

- Must be a Summa Cum Laude and Magna Cum Laude graduate of UST.

FOR FACULTY OF CIVIL LAW:

- Must be a Summa Cum Laude, Magna Cum Laude and Cum Laude graduate.

FOR DEAN'S LISTER #1:

- Must rank number 1 from the Dean's List per year level of the entire Faculty/College.
- DL#1 will be determined through the students' percentile grades (numerical equivalents computed to three decimal places). The student who obtained the highest percentile rank among Dean's Listers of the same year level shall be the Dean's Lister #1 and shall be entitled to 100% defrayal of tuition fee.

REQUIREMENTS FOR APPLICATION:**FOR JUNIOR HIGH SCHOOL:**

The applicant must submit the following documents to the Office of the Principal of the UST Junior High School.

- Accomplished application form;
- Certification that the student graduated Top 1 or Top 2;
- 1 copy of 2" x 2" colored ID Picture.

FOR SENIOR HIGH SCHOOL:

The applicant must submit the following documents to the Office for Student Affairs.

- Accomplished application form (may be secured from the Office of Student Affairs);

- 1 copy of 2"x2" colored ID Picture;
- Photocopy/Print-out of the UST Entrance Test (USTET) for Senior High School result;
- Photocopy of Confirmation of Enrolment Form;
- Photocopy of the UST Registration Form (if enrolled);
- Original Certification that the student completed Grade 10 as Top 1 or Top 2 of the batch (The school's dry seal should be affixed to the document);
- Photocopy of the Certificate of Good Moral Character; and
- Photocopy of the Junior HS Report Card (Form 138).

FOR TERTIARY LEVEL:

The applicant must submit the following documents to the Office for Student Affairs

Top 1 / Top 2 of the batch

- Accomplished and signed application form (may be secured from the Office for Student Affairs);
- 1 copy of 2" x 2" colored ID Picture;
- Photocopy/Print-out of the UST Entrance Test (USTET) result (for Freshmen only);
- Photocopy of Confirmation of Enrolment Form;
- Photocopy of Form 137/138 (SHS Report Card);
- Original Certification that the student graduated as Top1 or Top 2 of the batch (The school's dry seal should be affixed to the document);
- Certification of Good Moral Character;
- Photocopy of UST Registration Form (if enrolled).

Dean's Lister #1

- Accomplished and signed application form;
- Certification that the student ranks number 1 among the batch (issued by the Office of the Dean).

BENEFITS:

FOR JUNIOR HIGH SCHOOL:

UST HS ENTRANCE - TOP 1

- 100% defrayal of tuition

UST HS ENTRANCE - TOP 2

- 50% defrayal of tuition

Rector's Honorific (for Education High School)

- 100% defrayal of tuition

FOR SENIOR HIGH SCHOOL:

TOP 1 JUNIOR HIGH SCHOOL COMPLETERS

- 100% defrayal of total fees

TOP 2 JUNIOR HIGH SCHOOL COMPLETERS

- 50% defrayal of total fees

- UST Senior High School Valedictorian graduates for each of the 6 academic strands will be given a scholarship with 100% defrayal of total fees. Salutatorian of each strand will be given scholarship with 50% defrayal of total fees.

FOR TERTIARY LEVEL:

Top 1

- 100% defrayal of total fees (initial benefit)

- Learning Materials Allowance for the 1st term of the first year of admission only.

Top 2

- 50% defrayal of the total fees (initial benefit)

Dean's Lister # 1

- 100% defrayal of tuition

(for the succeeding term only)

FOR FACULTY OF MEDICINE AND SURGERY:

Summa Cum Laude

- 100% defrayal of tuition

Magna Cum Laude

- 50% defrayal of tuition

FOR FACULTY OF CIVIL LAW:

Summa Cum Laude

- 100% defrayal of tuition

Magna Cum Laude / Cum Laude

- 50% defrayal of tuition

For the renewal of the Santo Tomas scholarships under the Tertiary level, the following benefits will be given subject to the conditions provided:

BENEFIT	PREVIOUS TERM AVERAGE
100% defrayal of total fees	1.00 - 1.20
75% defrayal of total fees	1.21 - 1.45
50% defrayal of total fees	1.46 - 1.75

NOTE:

The following fees or charges are not included in the computation for scholarship discount:

1. Alumni
2. P.E. Uniform
3. Retreat
4. Review
5. Graduation Fee: (certification, courier, documentary stamp, diploma, Thomasian Yearbook)
6. Out of State Fee (for Sto. Domingo scholars), if applicable

PROCEDURE FOR APPLICATION:

FOR JUNIOR HIGH SCHOOL:

The applicant must submit all requirements for admission and scholarship to the Office of the Principal on a scheduled date.

FOR SENIOR HIGH SCHOOL:

Submission of Scholarship Requirements

1. The qualified applicant must submit all the requirements to the Office for Student Affairs (OSA);
2. The applicant must write an essay; and accomplish the Scholarship Encoding Form and the Scholarship Agreement Form.

FOR TERTIARY LEVEL:

The applicant will submit the accomplished and signed application form together with the complete requirements on the scheduled date, as announced by the Office for Student Affairs.

NOTE:

- Applications with incomplete requirements will not be processed.
- The student does not have to pay tuition fees in advance. They can already process their scholarship once they are accepted by their chosen college.

REQUIREMENTS FOR RENEWAL:

The scholarship is renewable every term (except for the Junior High School which is renewable every academic year). To maintain the scholarship, the student must:

- Commit to the core values of the University as a Catholic institution and support the advocacies of the University;
- Actively participate in all scholars' activities;
- Carry a full term load as prescribed in the program enrolled;

- Maintain an average grade of
 - 89.00 for Education High school with no grade lower than 80.00.
 - 89.00 for Senior High School with no grade lower than 80.00
 - 1.75 for Tertiary Level with no failing grades and no grade of 3.0 in both academic and non-academic courses.
 - 86.00 for the Faculty of Civil Law with no failing grades
 - 88.50 for the Faculty of Medicine and Surgery with no failing grades
- Not drop any course during the term;
- Not change or shift to any program;
- Not enjoy more than one (1) scholarship at any given term;
- Not perform any act or engage in any activity that the University deems inimical to its interest;
- Not commit a crime punishable under law;
- Not violate any of the provisions of the UST Student Handbook or the UST Senior High School Rules and Regulations, and the applicable provisions of the Manual of Regulations for Private Higher Education (MORPHE) and Manual of Regulations for Private Schools in Basic Education.

NOTE:

- Non-compliance with any of the foregoing requirements or any provisions of the scholarship agreement will constitute a ground for the forfeiture of the scholarship.
- Cancellation of the scholarship in the middle of the term is subject for adjustment of fees.

2. SANTO DOMINGO DE GUZMAN SCHOLARSHIP

This scholarship, named after the Founder of the Order of Preachers, is given to students who excel in arts, music and sports.

For Junior and Senior High School, only athletes/Salinggawi may qualify for Santo Domingo Scholarship.

FOR MUSIC:

The Conservatory of Music entertains inquiries, accepts applications and administers the processing of the scholarship. It also determines the benefits for the scholars based on its established criteria.

FOR SPORTS:

The Institute of Physical Education and Athletics (IPEA) entertains inquiries, accepts applications and administers the processing of the scholarship. It also determines the benefits for the scholars based on its established criteria.

FOR DOMNET, UST SINGERS AND ROTC:

The Office for Student Affairs entertains inquiries and administers the processing of the scholarship.

REQUIREMENTS FOR RENEWAL:

The scholarship is renewable every term. To maintain the scholarship, the student must:

- Commit to the core values of the University as a Catholic institution and support the advocacies of the University;
- Actively participate in all scholars' activities;
- Attend rehearsals/practices and university/institutional events and activities;
- Have satisfactory over-all game/dance/individual or choral performances;
- Observe proper attitude/decorum from practices to actual games or performances;

- Not enjoy more than one (1) scholarship at any given term;
- Not perform any act or engage in any activity that the University deems inimical to its interest;
- Not commit a crime punishable under the law;
- Not violate any of the provisions of the UST Student Handbook or the UST Senior High School Rules and Regulations, and the applicable provisions of the Manual of Regulations for Private Higher Education (MORPHE) and Manual of Regulations for Private Schools in Basic Education.

NOTE:

- Non-compliance with any of the foregoing requirements or any provisions of the scholarship agreement will constitute a ground for the forfeiture of the scholarship.
- Cancellation of the scholarship in the middle of the term is subject for adjustment of fees.

CONSERVATORY OF MUSIC GUIDELINES:

Symphony Orchestra, Wind Orchestra, Coro Tomasino, Liturgikon Vocal Ensemble

Academic Performance (50 pts.)

- There will be a deduction of 3 points per unit of failure in any academic course
- Failure of 1 unit - retain scholarship level
- Failure of 2-5 units - automatic deduction of 25%
- Failure of 6-8 units - automatic deduction of 50%
- Failure of 9 units or more - automatic cancellation of scholarship

Attendance (30 pts.)

- 1 attendance point for every ordinary rehearsal
- 5 attendance points for every performance (big or small)
- The total number of attendance points will be computed at the end of the semester
- Point system:

30 = 99-100% of the total number of attendance points

29 = 97-98%

28 = 95-96%

27 = 93-94%

26 = 91-92%

25 = 89-90%

24 = 87-88%

23 = 85-86%

22 = 83-84%

21 = 81-82%

20 = 79-80%

19 = 77-78%

18 = 75-76%

17 = 73-74%

16 = 71-72%

15 = 69-70% - automatic cancellation of scholarship

Conductor's Evaluation (20 pts.)

- 15 points for performance (capacity to meet ensemble demands, technical and musical ability)
- 5 points for rapport with the conductor and peers (ability for collaborative work, communicative skills, camaraderie)

Points Summary Evaluation

90 and above	- no academic failure - increase of 25% in the scholarship level
75-89	- maintenance of scholarship level
60-74	- decrease of 25% in the existing scholarship level
50-59	- decrease of 50% in the scholarship level
50 and below	- cancellation of scholarship

Conditions:

1. The scholarship shall be for a maximum period of 5 years, renewable each term depending on the above evaluation rating.
2. The scholarship levels range from 25-100% in increments of 25% depending on the evaluation of the student
3. Students penalized with a decrease in scholarship level due to low evaluation may be reinstated one level at a time
4. All scholars will not be allowed to drop any enrolled course

IPEA GUIDELINES:**ATHLETIC SCHOLARSHIP CLASSIFICATIONS:****1. Elite Pool - (Team A)**

- Member of the varsity team playing for the UAAP Tournament
- High caliber student-athletes but not yet lined-up due to availability of slot
- Recruited, high caliber student-athletes but not yet lined-up to residency

2. Training Pool - (Team B)**A. Non-UAAP Athletes**

- Member of the varsity team playing for non UAAP Tournaments
- Member of the varsity team that needs more competition exposures
- Former Elite Pool but downgraded due to poor athletic and/or academic performance.

B. Reserved Pool

- Student-athletes recommended by other coaches
- Walk in players

- Invited student-athletes from Thomasian Goodwill Games or other local competitions. Basis will be the last athletic competition or performance.

3. Extension Pool - (Team X)

- Student-athletes who have consumed the (5) playing years
- Scholarship may be extended up to a maximum of two years only, within which they are expected to finish their degrees
- Student-athletes under this scholarship who are enrolled in any of the baccalaureate programs of the University and opted to go on leave of absence (LOA) to play for commercial sports league or similar reasons are not entitled to renew their scholarship upon their return from LOA.

4. Developmental Pool - (Team D)

- Invited student-athletes with potential skills coming from Service PE Classes and adapted communities. Exempted from Service PE Classes and NSTP

ATHLETIC SCHOLARSHIP POLICIES AND GUIDELINES:

Student-Athlete Applicant:

1. Filipino, Fil-Foreign, Foreigner
2. Finish elementary level with a passing mark
3. Pass the UST Entrance Examination
4. Physically fit and willing to play for the University
5. Participated and won at least in some local and national sports competitions
6. Undergo summer training and tryout with the team applying

Successful Student-Athlete Applicant:

1. Enrolled in UST Junior High School or at UST Education High School
2. Recommended by the coach based on athletic scholarship evaluation criteria

3. Attend regularly to his/her academic class and varsity training all the time
4. Satisfactory overall game performance
5. Observe proper attitude/decorum during trainings/rehearsals to actual game competitions or performances
6. Enjoy only (1) scholarship at a given academic year
7. Commit to the core values of the University as Catholic institution and support the advocates of the University

Athletic Scholarship Evaluation Criteria:

1. The student-athlete scholarship will be determined based on the following evaluation criteria:

I. Athletic Performance Evaluation (60%)

- | | |
|--|-----------|
| a. UAAP Performace | 20 |
| b. National/International competition participation/
individual ranking | 10 |
| c. Attendance during trainings/practices and
competition/performance | 15 |
| d. Work Ethics during training/practices and
competition/performance | 15 |

TOTAL 60

II. Academic Performance Evaluation (40%)

High School

- a. Must take and pass all the regular subjects corresponding to the year level enrolled in
- b. Must not have two (2) or more back subjects when promoted to any level

College

- a. Must be enrolled in at least four (4) subjects with a total of at least twelve (12) units in a duly approved course leading to a four (4) or more year bachelor's degree

- b. Must pass at least 60% of the total number units enrolled

Graduate Program

- a. Must be enrolled in at least two (2) subjects to at least six (6) units of a duly approved course leading to a master’s degree
- b. Must pass all courses enrolled

ATHLETIC SCHOLARSHIP SCHEME HIGH SCHOOL LEVEL:

TEAM CATEGORY	CLASSIFICATION	SCHOLARSHIP SCHEME
Team A	Elite Pool	100%TF + 100% M + 100% OF + 100% OC
Team B	Non-UAAP Athletes Reserved Pool	100% TF + 100% M + 100% OC
	Developmental Pool	NO SCHOLARSHIP

LEGEND:

- TF - tuition fee
- M - miscellaneous
- OF - other fee
- OC - other charges

REQUIREMENTS HIGH SCHOOL LEVEL:

Old Student - Old Player

- a. (1) pc. clear photocopy of Grades of previous school year
- b. (1) pc. 2x2 colored picture (white background)

Old Student - New Player

- a. (1) pcs. clear photocopy of Grades of previous school year
- b. (6) pcs. clear photocopy of Birth Certificate authenticated by NSO (National Statistic Office)

- c. (6) pcs. clear photocopy of Elementary Report Card (Grade 6 or Grade 7)
- d. (1) pc. 2x2 colored picture (white background)

New Student - New Player

- a. (6) pcs. clear photocopy of Birth Certificate authenticated by NSO (National Statistic Office)
- b. (6) pcs. clear photocopy of Elementary Report Card (Grade 6 and or Grade 7)
- c. (1) pc. 2x2 colored picture (white background)

Transferees (Filipino)

- a. (6) pcs. clear photocopy of Form 137 and Form 138 (transcript of record) from previous school
- b. (6) pcs. clear photocopy of Birth Certificate authenticated by NSO (National Statistic Office)
- c. (1) pc. 2x2 colored picture (white background)
- d. Consent letter if transferee from UAAP Member School

Transferees (Foreigner)

- a. (6) pcs. clear photocopy of Birth Certificate duly authenticated by the Consular Office or Section of the Philippine Embassy having jurisdiction over the state or country issuing such document (RED RIBBON)
- b. (6) pcs. clear photocopy of Transcript of records from previous school
- c. (1) pc. 2x2 colored picture (white background)
- d. (6) pcs. ACRand/ or Study Permit/ passport/ and immigration ID
- e. Consent letter if transferee from UAAP Member School

PROCEDURE FOR RECOMMENDING HIGH SCHOOL ATHLETICS SCHOLARSHIPS:

- Step 1** The coach should fill-out the IPEA-Scholarship/Line-up Form if he/she will recommend an athlete to avail scholarship and the percentage an athlete to avail scholarship and to be submitted to the Athletics Moderator
- Step 2** The Athletics Moderator verifies and endorses to the Director for approval
- Step 3** Upon approval, the IPEA staff informs the student-athletes of the enrolment process

ATHLETIC SCHOLARSHIP SCHEME FOR COLLEGE LEVEL:

TEAM CATEGORY	CLASSIFICATION	SCHOLARSHIP SCHEME
Team A	Elite Pool	100% TF + 100% M + 100% OF +100% OC
Team B	Non-UAAP Athletes Reserved Pool	100% TF + 100% M + 100% OF + 100% OC
Team X	Extension Pool	100% TF + 100% M
	Developmental Pool	NO SCHOLARSHIP

REQUIREMENTS COLLEGE LEVEL:

Old Student - Old Player

- a. (1) pc. 2x2 colored picture (white background)

Old / New Student - New Player

- a. (6) pcs. clear photocopy of Birth Certificate authenticated by NSO (National Statistic Office)
- b. (6) pcs. clear photocopy of High School Report Card
- c. (1) pc. 2x2 colored picture (white background)

Transferees (Filipino)

- a. (6) pcs. clear photocopy of Birth Certificate authenticated by NSO (National Statistic Office)

- b. (1) pc. 2x2 colored picture (white background)
- c. (6) pcs. clear photocopy of Transcript of records from previous school
- d. Released paper if transferee from UAAP Member School
- e. Certification of OFW working permit (only if necessary)

Transferees (Foreign Student)

- a. (6) pcs. clear photocopy of Birth Certificate duly authenticated by the Consular Office or Section of the Philippine Embassy having jurisdiction over the state or country issuing such document (RED RIBBON)
- b. (6) pcs. clear photocopy of Transcript of records from previous school
- c. (1) pc. 2x2 colored picture (white background)
- d. (6) pcs. ACR and/or Study Permit/passport/ and immigration ID
- e. Released paper if transferee from UAAP Member School

PROCEDURE FOR RECOMMENDING COLLEGE ATHLETICS SCHOLARSHIPS:

- Step 1** The coach should fill-out the IPEA- Scholarship/Line-up Form if he/she will recommend an athlete to avail scholarship and the percentage an athlete received and to be submitted to the Athletics Moderator
- Step 2** The Athletics Moderator verifies and endorses to the Director for approval
- Step 3** Upon approval, the IPEA staff informs the student-athletes of the enrollment process

3. SAN LORENZO RUIZ SCHOLARSHIP

This scholarship is given to students who are in need of financial assistance and who are willing to render assistance for 20 to 30 hours per week in the University. The approval of this scholarship is subject to the availability of slot/s or fund/s per faculty/college/department.

GENERAL QUALIFICATIONS:

- Must be a Filipino citizen;
- Must pass the UST Entrance Test;
- Must pass the interview before enrollment;
- Must have an average grade of not less than 85% (for Freshmen);
- Must have an average grade of not less than 2.50 with no more than one (1) grade of 3.0 from the previous term, and no failing grade incurred from the previous terms (for Higher years);
- Must be physically fit and willing to render service to the University;
- Must belong to a family whose gross annual income does not exceed Php 400, 000.00.

REQUIREMENTS FOR APPLICATION:

The applicant must submit the following documents to the Faculty/College Scholarship Committee (Office of the Dean):

- Accomplished and signed application form (may be secured from the Office of the Dean);
- 1 copy of 2" x 2" colored ID picture;
- Photocopy/Print-out of the UST Entrance Test (USTET) result (for Freshmen only);
- Photocopy of UST Registration Form;
- Photocopy of Grades
 - Form 137 or 138 (SHS Report Card).
(for Freshmen with 85% General Average);

- Temporary Transcript
(for Higher years with 2.50 General Average with no more than one (1) grade of 3.0 from the previous term, and no failing grade incurred from the previous terms);
- Certification of Good Moral Character;
 - Issued by the Dean/Office for Student Affairs (for Higher years);
 - Issued by the Principal or Guidance Counselor (for Freshmen);
- Photocopy of Baptismal Certificate;
- Photocopy of Birth Certificate;
- Parents' Proof of Income
 - Photocopy of latest Income Tax Return (ITR) of both Parents, or
 - Certification of Non-Filing from BIR with Affidavit indicating the estimated source of annual income, or
 - Photocopy of Proof of Income/Pay Slip/ Contract (for OFW);
- Barangay Clearance (sketched at the back of the barangay clearance, the map of the location of the barangay relative to the applicant's residence);
- Recommendation Letter from the Parish Priest; and
- Parental Consent.

BENEFITS:

- 100% defrayal of the total fees
Note: If accepted beyond the required schedule, the benefit will be pro-rated.
- Monthly stipend, based on the number of service hours rendered.

NOTE:

The following fees or charges are not included in the computation for scholarship discount:

1. Alumni
2. P.E. Uniform
3. Retreat
4. Review
5. Graduation Fee: (certification, courier, doc stamp, diploma, Thomasian Yearbook)
6. Out of State Fee (for Sto. Domingo scholars), if applicable

PROCEDURES FOR APPLICATION:

- Submit the accomplished and signed application form together with the complete requirements on the scheduled date, as announced by the Office of the Dean;
- Undergo series of interviews as scheduled by the Local and Central Scholarship Committee.

NOTE:

- Incomplete requirements will not be processed
- The student does not have to pay tuition fees in advance. They can already process their scholarship once they are accepted by their chosen college.

REQUIREMENTS FOR RENEWAL:

The scholarship is renewable every term except for the special term classes. To maintain the scholarship, the student must:

- Commit to the core values of the University as a Catholic institution and support the advocacies of the University;
- Actively participate in all scholars' activities;
- Maintain an average grade of 2.50 with no failing grades in both academic and non-academic subjects with no more than one (1) grade of 3.0 per term;

- Be enrolled with a minimum course load of 15 units per term;
- Observe proper attitude/decorum in the area of assignment;
- Not incur six (6) days of absence allotment without valid excuse nor prior notice;
- Not incur two (2) consecutive failures (74% and below) in the evaluation in the San Lorenzo Ruiz Scholarship Renewal Form;
- Not drop any course during the term;
- Not change or shift to any program;
- Not enjoy more than (1) scholarship at any given term;
- Not engage in any kind of employment inside or outside of the University;
- Not violate any of the Provisions of the Student Handbook and the applicable provisions of the Manual of Regulations for Private Higher Education (MORPHE).

Additional requirements for renewal, to be submitted to the Office for Student Affairs on a given schedule:

- Accomplished San Lorenzo Ruiz Scholarship Renewal Form.

NOTE:

- Non-compliance with any of the foregoing requirements or any provisions of the scholarship agreement will constitute a ground for the forfeiture of the scholarship.
- Cancellation of the scholarship in the middle of the term is subject for adjustment of fees.

4. SAN MARTIN DE PORRES SCHOLARSHIP

This scholarship, named after the Dominican Patron Saint of the poor, is extended to deserving students in need of financial assistance. The approval of this scholarship is subject to the availability of funds/slot/s per faculty/college.

San Martin - Internal Scholarships

Sta. Rosa de Lima Fund (for Freshmen)

San Juan Macias Fund (for Higher years)

San Martin - External Scholarships are given by foundations and benefactors with limited slots to deserving students in selected faculties/colleges.

FOR SAN MARTIN - INTERNAL SCHOLARSHIPS

GENERAL QUALIFICATIONS:

FOR SENIOR HIGH SCHOOL

- Must be a Filipino citizen;
- Must pass the UST Entrance Test (USTET) for Senior High School;
- Must have an average grade of at least 85.00 with no grade lower than 80.00;
- Must be a regular student;
- Must be enrolled on an installment basis;
- Must belong to a family whose gross annual income does not exceed Php 300,000.00

GRADE 10 COMPLETERS OF UST EDUCATION HIGH SCHOOL (EHS)

The Top 10 Grade 10 completers of UST EHS are considered as priority applicants for the San Martin de Porres Scholarship Program.

FOR TERTIARY LEVEL

- Must be a Filipino citizen;
- Must pass the UST Entrance Test (for Freshmen);
- Must have an average grade of not less than 85% (for Freshmen);
- Must have an average grade of not less than 2.25 with no grade of 3.0 from the previous term, and no failing grade incurred from the previous terms (for Higher years);
- Must be a regular student (as programmed every term);
- Must be enrolled through installment basis;
- Must belong to a family whose gross annual income does not exceed Php 300, 000.00.

REQUIREMENTS FOR APPLICATION:

FOR SENIOR HIGH SCHOOL

The applicant must submit the following documents to the Office of the Principal of the Senior High School:

- Accomplished and signed application form (may be secured from the Office of the Senior High School Principal);
- 1 copy of 2"x2" colored ID Picture;
- Photocopy/Print-out of the UST Entrance Test (USTET) result;
- Photocopy of the Registration Form;
- Photocopy of the Certificate of Good Moral Character;
- Photocopy of the Junior HS Report Card (Form 138)
- Photocopy of the Baptismal Certificate;
- Photocopy of the Birth Certificate;

- **Parent's Proof of Income**
 - Photocopy of the latest Income Tax Return (ITR) of both Parents, or
 - Certification of Non-Filing from BIR with Affidavit indicating the estimated source of annual income, or
 - Photocopy of Proof of Income/ Pay Slip/ Contract (for OFW)
- Barangay Clearance; (sketched at the back of the barangay clearance, the map of the location of the barangay relative to the applicant's residence ; and
- Recommendation Letter from the Parish Priest.

FOR TERTIARY LEVEL

The applicant must submit the following documents to the Faculty/ College Scholarship Committee (Office of the Dean):

- Accomplished and signed application form (may be secured from the Office of the Dean);
- 1 copy of 2" x 2" colored ID picture;
- Photocopy/Print-out of the UST Entrance Test (USTET) result (for Freshmen only);
- Photocopy of UST Registration Form;
- Photocopy of Grades
 - Form 137 or 138 (SHS Report Card) (for Freshmen with 85% General Average);
 - Temporary Transcript (for Higher years with 2.25 General Average with no grade of 3.0 from the previous term, and no failing grade incurred from the previous terms);
- Certification of Good Moral Character
 - Issued by the Dean/Office for Student Affairs (for Higher years);
 - Issued by the Principal or Guidance Counselor (for Freshmen);

- Photocopy of Baptismal Certificate;
- Photocopy of Birth Certificate;
- Parents' Proof of Income
 - Photocopy of latest Income Tax Return (ITR) of both Parents, or
 - Certification of Non-Filing from BIR with Affidavit indicating the estimated source of annual income, or
 - Photocopy of Proof of Income/Pay Slip/Contract (for OFW);
- Barangay Clearance (sketched at the back of the barangay clearance, the map of the location of the barangay relative to the applicant's residence); and
- Recommendation Letter from the Parish Priest.

BENEFITS:

FOR SENIOR HIGH SCHOOL

- 50% defrayal of tuition fee and Physical Education (P.E.)

BENEFITS:

FOR TERTIARY LEVEL

- Sta. Rosa de Lima Fund
 - 50% defrayal of tuition and P.E
- San Juan Macias Fund
 - 50% defrayal of tuition and P.E.
- Learning Materials Allowance to the Top 1 San Martin scholar per college.

NOTE:

The following fees or charges are not included in the computation for scholarship discount:

1. Alumni
2. P.E. Uniform
3. Retreat
4. Review
5. Graduation Fee: (certification, courier, doc stamp, diploma, Thomasian Yearbook)
6. Out of State Fee (for Sto. Domingo scholars), if applicable

PROCEDURES FOR APPLICATION:**FOR SENIOR HIGH SCHOOL**

- The applicant must submit the accomplished and signed application form together with the complete requirements for the scholarship to the Office of the Principal for review
- The applicant must undergo an interview as scheduled by the Office of the Principal
- Qualified applicants must be endorsed to the Office for Student Affairs (OSA) for final interview and approval
- Once approved, applicants must accomplish the Scholarship Encoding Form for the processing of the discount and the Scholarship Agreement Form

FOR TERTIARY LEVEL

- The applicant must submit the accomplished and signed application form together with the complete requirements on the scheduled date as announced by the Office of the Dean;
- The applicant must undergo series of interviews as scheduled (from Local and Central committees);

- The applicant must undergo final assessment from the Office for Student Affairs for final result;
- If recommended/approved (subject to availability of slot), the applicant must accomplish the Scholarship Encoding Form (SEF) for the processing of the discount and the Scholarship Agreement Form (SAF).

NOTE:

Incomplete requirements will not be processed.

REQUIREMENTS FOR RENEWAL:

FOR SENIOR HIGH SCHOOL

The scholarship is renewable every term. To maintain the scholarship, the student must:

- Commit to the core values of the University as a Catholic institution and support the advocacies of the University;
- Actively participate in all activities that are organized for the Senior High School scholars;
- Maintain an average grade of 85.00 with no grade lower than 80.00
- Not enjoy more than one (1) scholarship at any given term;
- Not perform any act or engage in any activity that the University deems inimical to its interest;
- Not commit a crime punishable under law;
- Not violate any of the provisions of the UST Student Handbook, the UST Senior High School Rules and Regulations, and the applicable provisions of the Manual of Regulations for Private Schools in Basic Education.

FOR TERTIARY LEVEL

The scholarship is renewable every term. To maintain the scholarship, the student must:

- Commit to the core values of the University as a Catholic institution and support the advocacies of the University;
- Actively participate in all scholars' activities and service learning;
- Maintain an average grade of 2.50 with no grade of 3.0 in any subject/course and no failing grade in both academic and non-academic subjects;
- Not drop any course during the term;
- Not enjoy more than one (1) scholarship at any given term;
- Not change or shift to any program;
- Carry a full term load as prescribed in the program enrolled;
- Not violate any of the Provisions of the Student Handbook and the applicable provisions of the Manual of Regulations for Private Higher Education (MORPHE).

NOTE:

- Non-compliance with any of the foregoing requirements or any provisions of the scholarship agreement will constitute a ground for the forfeiture of the scholarship.
- Cancellation of the scholarship in the middle of the term is subject for adjustment of fees.

FOR SAN MARTIN - EXTERNAL SCHOLARSHIPS:

Qualifications of the Applicant, requirements and benefits are based on the Memorandum of Agreement of the external foundation or benefactor.

PROCEDURE FOR APPLICATION

- The applicant will submit all requirements to the Office for Student Affairs as scheduled;

- The endorsed applicant/s will be interviewed through a panel by the External Foundation or benefactor on a scheduled date.

NOTE:

- Incomplete requirements will not be processed.

REQUIREMENTS FOR RENEWAL:

The scholarship is renewable every term. To maintain the scholarship, the student must:

- Comply with the qualifications for renewal based on the Memorandum of Agreement of the external foundation or benefactor;
- Commit to the core values of the University as a Catholic institution and support the advocacies of the University;
- Actively participate in all scholars' activities;
- Not drop any course during the term;
- Not enjoy more than one (1) scholarship at any given term;
- Not change or shift to any program;
- Carry a full term load as prescribed in the program enrolled;
- Not violate any of the Provisions of the Student Handbook and the applicable provisions of the Manual of Regulations for Private Higher Education (MORPHE).

NOTE:

- Non-compliance with any of the foregoing requirements or any provisions of the scholarship agreement will constitute a ground for the forfeiture of the scholarship.
- Cancellation of the scholarship in the middle of the term is subject for adjustment of fees.

GENERAL **SCHOLARSHIP POLICIES**

- No student can avail two scholarships at a given term except student grantee of academic scholarship with government scholarship;
- All scholarships are subject for refund except San Martin Internal scholarships;
- A scholar cannot be reinstated on the same scholarship program, once disqualified;
- All scholarships are renewable every term on a given schedule;
- San Lorenzo Ruiz scholars are not allowed to render service within the University during the Special Term;
- San Lorenzo Ruiz scholars are allowed to render service only within the University campus;
- All scholarship applications and renewals are subject to the approval of the UST Central Scholarship Committee.
- The students shall join or form only student organizations whose objectives uphold the vision and mission of the University. They shall join only organizations duly recognized by the University.

(UST Student Handbook - PPS No. 1027, Item No. 7 a.)

SIGNED AND APPROVED:

REV. FR. ISAIAS D. TIONGCO, O.P., JCD
Vice Rector / Chair

Members:

REV. FR. JESUS M. MIRANDA, JR., O.P., PhD
Secretary General

REV. FR. ROBERTO L. LUANZON, JR., O.P., SThD, DL
Vice Rector for Finance

ASST. PROF. MARIA CECILIA A. TIO CUISON, MEd
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Executive Assistant, Office of the Vice Rector
Secretary

10 December 2020

