

SAN LORENZO RUIZ SCHOLARSHIP

This scholarship is given to students who need financial assistance and who are willing to render service for twenty (20) to thirty (30) hours per week at the University. The approval of this scholarship is subject to the availability of slot/s or funds/s per office.

A. GENERAL QUALIFICATIONS: The applicant must:

1. be a Filipino citizen;
2. pass the UST Entrance Test (USTET);
3. pass the interview before enrolment;
4. have an average grade of not less than 85% (for Freshmen);
5. 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);
6. be physically fit and willing to render service to the University;
7. belong to a family whose gross annual income does not exceed Four Hundred Thousand Pesos (PHP 400,000.00).

B. REQUIREMENTS FOR APPLICATION:

The applicant must submit the following documents to the Academic Unit Scholarship Committee (Office of the Dean):

1. Accomplished and signed Application Form (may be secured from the Office of the Dean);
2. One (1) copy of 2" x 2" colored ID picture;
3. Scanned/Photocopy/Print-out of the USTET result (For Freshmen only);
4. Scanned/Photocopy of UST Registration Form;
5. Scanned/Photocopy of grades - Form 137 or Form 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 previous Term, and no failing grade incurred from the previous Terms);
6. Certificate of Good Moral Character - issued by the Dean / Office for Student Affairs (for higher years);
- issued by the Principal or Guidance Counselor (for Freshmen);
7. Scanned/Photocopy of Baptismal certificate, if applicable;
8. Scanned/Photocopy of Birth certificate authenticated by the Philippine Statistics Authority;

9. Parents' 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);
10. Barangay Clearance with the map of the barangay location relative to the applicant's residence sketched at the back portion of the Clearance;
11. Recommendation Letter from the Parish Priest, if applicable; and,
12. Parental consent.

C. BENEFITS:

- a. 100% defrayal of the Total Fees Note: if accepted beyond the required schedule, the benefit is pro-rated.
- b. Monthly stipend, based on the number of service hours rendered.

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

1. Alumni Fee
2. P.E. Uniform
3. Retreat
4. Review fee for board examinations
5. Graduation Fee (Certification, Courier, documentary stamp, Diploma, Thomasian Yearbook)

D. PROCEDURE FOR APPLICATION:

1. Submit the accomplished and signed Application Form, together with the complete requirements, on the scheduled date, as announced by the Office of the Dean;
2. Undergo a series of interviews as scheduled by the Academic Unit Scholarship Committee and the Central Scholarship Committee.

E. REQUIREMENTS FOR RENEWAL

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

1. commit to the core values of the University as a Catholic institution and support Her advocacies;
2. actively participate in all scholars' activities;
3. maintain an average grade of 2.50 with no failing grades in both academic and non-academic courses, with no more than one (1) grade of 3.0 per Term;
4. be enrolled with a minimum course load of fifteen (15) units per Term;

5. observe proper attitude/decorum in the area of assignment;

Likewise, the student must not:

- a. incur six (6) days of absence in his/her service assignment without valid excuse and prior notice; b. incur two (2) consecutive failures (74% and below) in the evaluation in the San Lorenzo Ruiz Scholarship Renewal Form;
- c. drop any course during the Term;
- d. change or shift to any program;
- e. enjoy more than one (1) scholarship at any given Term;
- f. engage in any kind of employment inside or outside of the University;
- g. violate any or the provisions of the UST 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.

Notes:

1. 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.
2. Cancellation of the scholarship in the middle of the term is subject to adjustment of fees.



UNIVERSITY OF SANTO TOMAS
ESPAÑA, MANILA
Office for Student Affairs

RECENT
ID
PICTURE

Student's I.D. No.:

Date Filed

SCHOLARSHIP APPLICATION FORM

To be filled out by
the Office for
Student Affairs.

☐ SAN LORENZO RUIZ

- ☐ Other Offices/Departments
☐ Faculties/College Dean's Offices
☐ Central Library

☒ SAN MARTIN DE PORRES

- ☐ San Juan Macias
☐ Santa Rosa de Lima
☐ External

☐ SANTO DOMINGO

INSTRUCTION:

Please PRINT legibly and fill out all areas completely. All entries will be treated confidential.

PERSONAL INFORMATION

FAMILY NAME		GIVEN NAME		MIDDLE NAME	
LANDLINE	MOBILE NUMBER		E-MAIL ADDRESS		GENERAL AVERAGE (PREVIOUS SEMESTER)
COLLEGE/FACULTY ENROLLED		PROGRAM		YEAR & SECTION	
PRESENT ADDRESS					
<div>No. Street Barangay/Subdivision District/Municipality City Zip code</div>					
PROVINCIAL ADDRESS					
<div>No. Street Barangay/Subdivision District/Municipality City Zip code</div>					
DATE OF BIRTH		AGE	CIVIL STATUS	RELIGION	CITIZENSHIP

IN NOT LESS THAN FIVE (5) SENTENCES, WRITE SOMETHING ABOUT YOURSELF:

FAMILY BACKGROUND

FATHER	NAME		AGE	OCCUPATION	
	OFFICE/BUSINESS NAME & ADDRESS			CONTACT NUMBER	
	EMPLOYED <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Retired <input type="checkbox"/> Others		WITH OWN BUSINESS <input type="checkbox"/> YES <input type="checkbox"/> NO		
MOTHER	NAME		AGE	OCCUPATION	
	OFFICE/BUSINESS NAME & ADDRESS			CONTACT NUMBER	
	EMPLOYED <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Retired <input type="checkbox"/> Others		WITH OWN BUSINESS <input type="checkbox"/> YES <input type="checkbox"/> NO		
SIBLINGS	NAME		AGE	COURSE/OCCUPATION	SCHOOL/EMPLOYER

FAMILY FINANCIAL BACKGROUND

HOUSE TYPE <input type="checkbox"/> Bungalow <input type="checkbox"/> 2-storey <input type="checkbox"/> Others:		HOUSE <input type="checkbox"/> Own <input type="checkbox"/> Boarding House <input type="checkbox"/> Rent <input type="checkbox"/> Living with Relatives		PARENT'S COMBINED ANNUAL INCOME
DOES THE FAMILY OWN A VEHICLE? <input type="checkbox"/> YES <input type="checkbox"/> NO		If YES, <input type="text"/> Maker Model Year		

OTHER SCHOLARSHIP/GRANT BEING ENJOYED/RECEIVED:

EDUCATIONAL BACKGROUND

SCHOOL NAME	SCHOOL ADDRESS	FROM	TO	HONORS/AWARDS RECEIVED
PRIMARY				
SECONDARY				
OTHER LEARNING INSTITUTIONS				

EXTRA-CURRICULAR ACTIVITIES

YEAR	NAME OF CLUB/ORGANIZATION	POSITION

RELATIVE EMPLOYED IN THE UNIVERSITY

NAME	COL/FAC/DEPARTMENT ASSIGNED	POSITION

PERSON/S TO BE CONTACTED IN CASE OF EMERGENCY: _____
 ADDRESS: _____
 CONTACT NO.: _____

I HEREBY CERTIFY THAT ALL ABOVE-MENTIONED FACTS PROVIDED BY ME ARE TRUE AND CORRECT.

I HEREBY ALLOW UST TO VERIFY AND CONDUCT INVESTIGATION.

I UNDERSTAND THAT ANY STATEMENT PROVEN TO BE FALSE WOULD MEAN FORFEITURE OF THE GRANT GIVEN TO ME.

SIGNATURE OF THE APPLICANT

ATTACHMENTS

- ☐ 2 pcs 2x2 latest ID picture
- ☐ Photocopy/print-out of UST Entrance Test result (for freshmen only)
- ☐ Photocopy of UST Registration Form (if enrolled)
- ☐ Photocopy of grades
 - Form 138 or 137 (for freshmen w/ 85% General average)
 - Temporary Transcript of Records (For Higher years w/ 2.25* and 2.50** General Average with no more than one (1) grade of 3.0**)
- ☐ Certificate of Good Moral Character from:
 - Dean's Office/Office for Student Affairs (for higher years)
 - Principal or Guidance Counselor (for freshmen)
- ☐ Baptismal certificate (if applicable)
- ☐ Photocopy of Birth Certificate
- ☐ Parent's Proof of Income
 - Photocopy of latest Income Tax Return of both parents
 - Certification of non-filing of ITR from BIR with affidavit indicating the estimated source of annual income; or
 - Photocopy of Proof of Income/Pay Slip/Contract (for OFW)
- ☐ Barangay Clearance (at the back of the paper, draw a map – from the main road of your barangay going to your house)
- ☐ Recommendation Letter from Parish Priest
- ☐ Parental Consent **

NOTE: Incomplete requirements will not be processed.

INSTRUCTIONS

1. PLACE all the requirements in a long brown envelope with the accomplished & signed application form. Arrange everything according to the list of attachments.
2. PRINT your name/college enrolled-course and program/contact number/e-mail address on a sheet of paper and paste at the upper right side of the envelope. (FONT size 14)

PROCEDURES FOR APPLICATION

- Submit the brown envelope (following the instructions) on a scheduled date announced by the Office of the Dean;
- Follow up your schedule from the Local Scholarship Committee of the Office of the Dean for the Initial interview and Result of the Initial Interview.
- If qualified on the initial assessment of the Local Scholarship Committee, documents will be endorsed to the Office for Student Affairs. Applicants will:
 - Undergo interview/s from the members of the Central Scholarship Committee, on a scheduled date arrange by the OSA.
 - Follow up result through a scheduled final assessment by the OSA.
- For San Lorenzo Ruiz applicants, the final approval will be based on the final assessment of the requesting Department/Office.

RECEIVED BY: _____

(SIGNATURE OVER PRINTED NAME)

LOCAL COMMITTEE

DATE: _____

RECEIVED BY: _____

(SIGNATURE OVER PRINTED NAME)

CENTRAL COMMITTEE

DATE: _____