MAPÚA UNIVERSITY	APPLICATION FORM FOR INCOME-BASED FINANCIAL ASSISTANCE PROGRAM (FOR UPPERCLASSMEN)	Document No. : FM-SF-02-02 Effective Date: October 15, 2018

CENTER FOR SCHOLARSHIPS AND FINANCIAL ASSISTANCE
Muralla St., Intramuros Manila, Tel. No. 2475000 (loc 1203)

2" x 2"

Name of Applicant _____
(Legal Name on Birth Certificate) *Surname* *First Name* *Middle Name*

Student Number _____ Program and Year _____

Term Applied for _____

NOTE: *This form should be accomplished correctly and completely by the parents/guardian of the applicant. Applications with incomplete information and without the required documents will not be processed. Parents may be called for interview for clarification of the information given.All information given shall be used by the University for legitimate purposes specifically for evaluation on the eligibility of the applicant for financial assistance and shall be processed only by the authorized personnel in accordance with the Data Privacy Policy of the University.*

PLEASE SUBMIT THIS FORM TOGETHER WITH THE FOLLOWING REQUIREMENTS:

1) Parents'/Guardian's detailed personal letter about the family's financial situation justifying the need for financial assistance.
2) Documents to support the financial status of the applicant
   a. ***For employed parents:*** Income Tax Return or Certificate of Compensation Payment/Tax withheld for the previous year, Certificate of Employment and Compensation from (including bonuses, allowances and commissions). OFW's must submit employment contract.
   b. ***For self-employed parents:*** Income Tax Return, Detailed description of the business and an income & financial statement for the previous year.
   c. ***For parents not filing an ITR:*** Please indicate in your letter the reason for non-filing.

   Siblings currently helping out with the expenses of the family should also submit the abovementioned documents.
3) Proof of utility billing (electricity, water, telephone, etc.)
4) Grade Certification (Copy of grades since first year college)
5) Certificate of good moral character
6) Vicinity Sketch of Residence. Draw a map that shows how to get to Mapúa from your house. Indicate major streets and landmarks.
7) Put an "X" mark on the location of your house.

PERSONAL DATA

Date of Birth (mm/dd/yyyy) _____ Birthplace _____ Gender _____
Religion _____ Nationality _____ Civil Status _____
Complete Address _____
_____ Zip Code _____
E-mail Address _____ Landline # _____ Mobile # _____

FAMILY BACKGROUND

Status of Parents ☐ Living Together ☐ Separated ☐ Single Parent ☐ Father Deceased ☐ Mother Deceased

RELATION	FATHER	MOTHER
Name		
Age		
Permanent Home Address		
Tel. No.		
Mobile No.		
Email Address		
Occupation/ Postion		
Company		
Business Address		
Business Tel. No.		
Average Monthly Income		
Annual Add'l Income (allowances, per diem, bonuses)		
Number of years in service		
Annual gross income		
Educational Attainment		
School or College		
Reason/s for being unemployed		

BROTHERS AND SISTERS (Please attach additional sheet if necessary)

Total Number of Sibling/s: _____ Number of Working Sibling/s: _____ Number of Studying Sibling/s: _____

RELATION	Sibling 1	Sibling 2	Sibling 3
Name			
Age			
Civil Status			
Permanent Home Address			
Tel. No./Mobile No.			
Occupation / Year or Gr. Level			
Employer			
Business Address			
Business Tel. No.			
Average Monthly Income			
Educational Attainment			
School or College			
Still with you? (Yes/No)			
School Fees per Year (if student)			

HOUSE COMPANIONS other than parents and siblings (Please attach additional sheet if necessary)

RELATION			
Name			
Age			
Civil Status			
Tel. No./Mobile No.			
Occupation / Year or Level (If student)			
Employer			
Business Address			
Business Tel. No.			
Average Monthly Income			
Sharing with house expenses? Yes/No			

FINANCIAL STATUS (Please answer thoroughly)

Family Income (Annual Gross)

Combined Annual Pay (father, mother)	PhP
Combined Annual Pay (brother, sister)	
Income from Business	
Income from Land Rentals	
Income from Res/Bldg Rentals/Lease	
Retirement Benefits/Pension	
Commissions	
Support from Relative/s	
Bank Deposits	
Others (Specify)	
Total Annual Income	PhP

Deposits: Indicate Bank, Branch & Balance

Savings Acct. _____
Checking Acct. _____
Time Deposits _____
Others Deposits _____
Foreign Currency Deposit _____
Stocks _____

NOTE: *If annual expenses is higher than annual income, Please explain in your letter how you cover for the deficit*

Family Expenses (Monthly)

House Rental	PhP
Food & Grocery	
Car Loan Amortization (specify)	
Other loan Amortization (specify)	
School Bus Payment	
Transportation/Gasoline & School Bus	
Education Plan Premiums	
Insurance policy Premiums	
Health Insurance Premium	
SSS/GSIS/PAG-IBIG Loans	
School/Office uniform/Clothing	
Electricity, Water, Cable, Cooking Gas	
Telephone/Cellphone	
Helper/Yaya (how many? ___)	
Driver (how many? ___)	
Medicines	
Doctor's fee/Consultation	
Hospitalization	
Recreation	
Others (specify)	
Total	PhP
Sub-total x 12 months	PhP

Family Expenses (Annual)

School Tuition & Fees	PhP
Withholding Tax	
SSS/GSIS/Pag-ibig Contribution	
Others (specify)	
Sub-total	PhP
TOTAL ANNUAL EXPENSES	PhP

OTHER DATA

Does your family have any of the following appliances?

Indicate how many	Date Acquired	Indicate how many	Date Acquired
TV Set		Organ	
DVD/VCD Player		Electric/Gas Stove	
Radio/Videoke		Electric/Gas Range	
Personal Computer		Microwave	
Laptop		Washing Machine	
Refrigerator		Cellphone	
Freezer		Cordless Phone	
Airconditioner		PlayStation	
Stand/Desk/Ceiling/Wall Fan		Camera	
Piano		Video Camera	

Cars and other motor vehicles owned or regularly used by the family

Make/Yr/Model	Date Purchased	Amt of Purchase	Balance to be Paid	Company/Family Owned

Do you have other relative/s who help out in your finances? ☐ Yes ☐ No
If Yes, Name/s _____
What is their relation to you? _____
How much money do they send monthly on the average? _____

EDUCATION

ELEMENTARY LEVEL

School / Location	Year Graduated	General Average
Honors / Awards Received [include non-academic]		

JUNIOR LEVEL

School / Location	Year Graduated	General Average
Honors / Awards Received [include non-academic]		
School Involvement and Position		

SENIOR LEVEL

School / Location	Year Graduated	General Average
Honors / Awards Received [include non-academic]		
School Involvement and Position		

REFERENCES

	Name	Relationship to the Applicant	Contact No/s.
1.			
2.			
3.			

We hereby certify that the above information is true and correct, and you are hereby authorized to verify the same. We also understand that any misrepresentation of facts or withholding of information requested will render this form invalid and will immediately disqualify my application to this assistance program.

Applicant (Signature over printed name)	**Parent/Guardian** (Signature over printed name)	**Date**