

**UP Open University  
Student Loan program  
APPLICATION FOR LOAN**

Sir/Madam:

I wish to apply for a loan of \_\_\_\_\_ % (50% minimum to 80% maximum) of the total assessed matriculation fee amounting to \_\_\_\_\_ (P \_\_\_\_\_) through the Student Loan Program of the UP Open University to cover partial payment of my school fees for the \_\_\_\_\_ trimester/semester of A.Y. \_\_\_\_\_. Should my application be approved, I am authorizing UP Open University through the Student Loan Program to apply my loan as payment for my school fees.

\_\_\_\_\_  
*Printed Name and Signature of Student* Student No.: \_\_\_\_\_

Program : \_\_\_\_\_ Classification:  Continuing No. of earned units: \_\_\_\_\_  
 Graduating Remaining No. of units: \_\_\_\_\_  
 Readmitted

Course/s Enrolled for the Current Semester	Units	Total Assessed Fees (P)
<b>Total No. of Units</b>		

Home Address / Tel. No. / Cel. No.: \_\_\_\_\_ Office Address / Tel. No. / Cel. No.: \_\_\_\_\_

Please select option for payment:  Lumpsum Received by: \_\_\_\_\_  
 Installment Date/Time Received: \_\_\_\_\_  
*Learning Center Staff*

**TERMS AND CONDITIONS**

\_\_\_\_\_ Date

For value received, I \_\_\_\_\_, promise to pay the Student Loan Program of the UP Open University, the sum of \_\_\_\_\_ pesos (P \_\_\_\_\_) in instalment/lumpsum on or before the scheduled final exam on \_\_\_\_\_. Failure to do so authorizes the University to apply interests and other sanctions until the loan is fully paid.

I have read and clearly understood the following terms and conditions:

- Approved loan amount shall be an automatic partial payment of matriculations. There will be no cash out. (The balance of the total assessed fees for the term shall be paid by the student on or before the last day of enrolment to be considered officially enrolled.)
- A loan shall not incur any interest if payment is completed and received by UPOU on or before the scheduled final examination during the term or semester the loan was made.
- If the student fails to settle his/her account, the principal loan shall incur an interest of 1% per month on compounded basis of the balance.
- For student creditors who has an outstanding obligation, his/her clearance, transcript and diploma will be withheld.
- A student with outstanding obligations is disqualified from applying for another loan.
- The university shall resort to legal means when the student fails to pay despite repeated notices.

CONFORME:

\_\_\_\_\_  
*(Signature of the Student)*

\_\_\_\_\_  
*(Printed Name & Signature of the LC Coordinator as Witness)*

**Note:** All fields should be filled out, otherwise your application will not be evaluated.

<b>TO BE ACCOMPLISHED BY THE STUDENT LOAN (SL) COMMITTEE AND SL BOARD MEMBERS:</b>	
<b>Documents verified by:</b>	<b>Action Taken for the SLB: APPROVED / DISAPPROVED</b>
Screening Committee Member, OUR _____	_____
Screening Committee Member, OVCAA _____	Date _____
Screening Committee Member, OVCFCA _____	VCFA and Chair, SLB _____
<b>Recommendation:</b> _____	_____