

## CEAT AA STUDENT LOAN PROGRAM GENERAL POLICIES/GUIDELINES

This fund is established for the purpose of providing financial assistance by way of short-term loans to students of CEAT – UPLB. It is granted by the CEAT Alumni Association starting the 1<sup>st</sup> Semester 2014-2015.

### A. CRITERIA FOR THE SELECTION

1. Applicant must be a Filipino, of good moral character and a bonafide student of CEAT -UPLB.
2. All undergraduate students are eligible to avail of the loan from the Program.
3. Applicant must have at least a warning academic standing during the previous semester.
4. Applicant must not be a current beneficiary of similar assistance from another fund under the administration of UPLB's Office of Student Affairs.
5. Applicant must be willing to sign a promissory note in favor of CEAT Student Loan Program.
6. No new additional loan may be granted to a student until an existing loan has been fully paid
7. No clearance from the College shall be issued to a delinquent student borrower.

### B. APPLICATION PROCEDURES

Application forms may be obtained from and filed with the Office of the College Secretary, CEAT. The applicant must submit:

1. Letter of application for a loan duly accomplished by the student and signed by parent or UPLB faculty/employee.
2. A photocopy of current registration Form 5 stamped registered.
3. Certificate of scholastic standing signed by the College Secretary.
4. Promissory note duly accomplished.

### C. AMOUNT AND INTEREST

1. The loanable amount may range from P1, 000.00 to P5, 000.00 a semester depending on the student's scholastic standing on the previous semester with an interest of 6% per year. A promissory note will be accomplished by all qualified applicants attesting to their willingness to pay back the amount they are borrowing plus interest. A loan should be paid on or before the end of the semester (last day of classes) during which it was borrowed. The period for payment of a loan may no longer be extended for another semester.
2. A student who is unable to settle his loan on time will be given until the last day of late registration for the next semester. Furthermore, until he pays his loan, he cannot borrow again nor can be cleared from the College.

### D. ISSUANCE OF APPROVED LOAN

The qualified applicant will be issued cash amount of loan to be given by the Treasurer of the CEAT AA.

Scholastic Standing	Maximum Loanable Amount, Php
GOOD	5,000
WARNING	3,000
NEW FRESHMAN	1,500

### E. PAYMENT OF LOAN

All payments of loans should be coursed through the Treasurer of the CEAT Alumni Association, CEAT, UPLB.