

FINANCIAL AID REQUEST FORM

CONFIDENTIAL

Procedure

- Complete the appropriate information on the form explaining the reasons for financial aid and submit it in person to the Deputy Dean for Student Affairs.
- Financial requests are screened by the Deputy Dean for Student Affairs and the Dean, before submitting to Board of Directors.
- Deputy Dean for Student Affairs will follow-up with the Dean to know the decision taken by the Board of Directors.
- Upon getting consensus of the Board of Directors, Deputy Dean for Student Affairs will inform the decision to the student/parent/guardian.

Student Name: _____

ID No: _____

Semester:

Fall

Spring

Summer

Length of scholarship requested: _____

Category requested _____

Email: _____

Telephone No: _____

Please provide a detailed reason for your request along with the following attached mandatory documents:

- 1. Bank documents of parent or guardian [six months bank statement, outstanding debts (optimal)],**
- 2. Salary certificate of parent or guardian,**
- 3. Copy of social security card of parent or guardian and**
- 4. Any other relevant documents that support your request.**

Declaration by student: I hereby declare that all information given in the application form is accurate.

Date: _____ **Student Signature:** _____

Parent/Guardian Signature: _____ **Date:** _____

Official Use

Deputy Dean Student Affairs: _____ Date: _____

Dean: Approved Rejected Signature with Date: _____

Reason: _____

Board of Approved Rejected Signature with Date: _____

Directors:

Reason: _____

Comments:

**Note: Board of Directors has the discretion on the coverage
CC - Finance Department and Admission and Registration Department to student file.**
