

STFAP EMERGENCY LOAN

Guidelines for STFAP Emergency Loan Application:

1. Applicant must be of good moral character and STFAP potential awardee with bracket assignment E2 who failed to meet the academic requirements for living and book subsidies.
2. Applicant must be a bonafide student of U.P. without any outstanding STFAP loan.
3. The co-debtor must be a relative of the borrower. UP employees cannot act as a co-debtor, except when said employee is a parent or guardian of the student
4. An affidavit attesting to the need of the student and the willingness to pay the loan on the prescribed date must be executed by the co-debtor.
5. The form should be accomplished properly and completely.
6. The required documents such as student photo, ID card, and certificate of good moral character should be presented when the application is submitted.
7. Any existing loan must be fully paid before a new loan can be granted.
8. The approved loan shall be released in five equal monthly installments. For each release, the student must submit to the STFAP a certification from the College Secretary that the student has not applied for LOA or is not on LOA.
9. The loanable amount is as follows:

Bracket Assignment	Maximum Loanable Amount	Mode of Payment /Month
1 / E2	P 2,500	P 500
2	2,500	450
3	1,750	350
4	1,250	250



COMPREHENSIVE ASSISTANCE AND RESOURCE PROGRAM (CARE)

The Comprehensive Assistance and Resource Program (CARE) aims to promote immediate financial assistance to UP Manila students available to brackets 1 to 4 STFAP grantees. It will come in the form of cash advances, interest-free with a maximum loanable amount of P1,000 payable within the semester.

Guidelines for CARE Application:

1. The financial assistance is open to STFAP grantees within brackets 1 to 4 or E2 and to all Student Assistants.
2. The financial assistance comes in the form of cash advance from STFAP stipends that grantees received during the semester.
3. The maximum amount that a grantee may advance is one thousand pesos (P1,000.00). The amount may be payable in lump sum or in monthly staggered payments within the semester.
4. The previous cash advance must be paid first before a recipient can apply for another cash advance.
5. The recipient shall sign a promissory note and authorization form indicating terms of payment and authorizing OSA to deduct the cash advance from his/her STFAP stipend or monthly salary in the cases of SAs.

An interest of 1% per month to cover operations cost shall be added to the cash advance amount. The interest payment shall be to the account of the UPM Development Foundation, Inc.