



UNIVERSITY OF THE PHILIPPINES MANILA
OFFICE OF STUDENT AFFAIRS
 3rd Flr., Student Center Building, P. Faura St., Ermita, Manila



GUIDELINES FOR LOAN APPLICATION

1. Any bona fide UP Manila student with no outstanding account with the Student Loan Board, may apply for a loan. The maximum loan amount is assessed based on the student's degree level.
 - 80% for Undergraduate students;
 - 85% for Graduate students;
 - 100%, applying for this amount requires the Chancellor's Approval.
2. The student must have sufficient funds to pay the remaining balance of the total fees.
3. The guarantor (co-debtor) must be the parent, a relative of the student, or a permanent UP Manila employee.
4. The following documents must be submitted with the application form. Originals should be presented for verification:
 - a. Photocopy of the student's ID
 - b. Photocopy of the co-debtor's valid ID.
7. The loan shall be interest-free if paid within four (4) months from the date of grant. After which, an interest of 6% per annum shall be charged, computed from the date of grant.
8. Students shall settle the loan amount in full as a condition to the release of the student's diploma, transcript of records, clearance, and other academic credentials.

Name: _____ Student Number: _____
 Course: _____ UP Email Address: _____
 College: _____ Year Level: _____ Home Address: _____
 No. of Units: _____ Total Assessed Fees: P _____ Telephone/Mobile No.: _____

APPLICATION FOR STUDENT LOAN

THE STUDENT LOAN BOARD

UP Manila

Sir/Madam:

I would like to apply for a loan in the amount of _____

(amount in words)

(P _____) from the STUDENT LOAN FUND UP Manila, to cover payment of my tuition and other fees for the _____ semester, AY _____.

I have attached to this application my billing statement and/or my letter appeal addressed to the Chancellor.

I hereby certify that I have read and understood the guidelines above. I affirm that all information supplied herein are complete and accurate. I am aware that any or all of the information furnished in this application may be checked and that withholding or giving false information may subject me to disciplinary action.

 Signature over Printed Name of Student
 Date (dd/mm/yyyy): _____

APPROVED:

APPROVED
 (For 100% loan application):

ENDORSED (for 100% loan application):

 Director, Office of Student Affairs

 Chancellor

UNIVERSITY OF THE PHILIPPINES MANILA
STUDENT LOAN BOARD

PROMISSORY NOTE

Principal Debtor

Name of Student: _____

Co-Debtor

Name of Co-Debtor _____

Relationship to Debtor (Pls. Check) Parent ___ Relative ___ (relationship to the Debtor) _____ or UP
Permanent Employee ___

Complete Home Address: _____

Contact Number: Landline _____ Mobile No. _____ Email Address: _____

Office Address: _____

ID Type: _____ ID No. _____ Date of Issue/Expiry Date: _____

FOR VALUE RECEIVED, we _____ as Principal Debtor, and
_____ as co-debtor, hereby jointly and severally promise to pay the Student Loan
Board, UP Manila, the sum of _____
(amount in words)

(P _____), with interest at 6% per annum.

Manner of Payment to be as follows:

_____ Semester, 20__ -20__

_____ P _____

_____ P _____

_____ P _____

Signature over Printed Name of Principal Debtor (Student)

Signature over Printed Name of Co-Debtor

Date (dd/mm/yyyy): _____

Date (dd/mm/yyyy): ` _____

Pursuant to Data Privacy Act of 2012, I am giving permission to the Office of Student Affairs for the lawful use of our personal information. I further certify that the information contained are true and correct.

Signature (student)
Date _____

Signature (co-debtor)
Date _____