Process on how to apply for Student Loan

The University provides financial aid to students in need.

Students are allowed to loan the maximum amount of P3, 000.00 and must pay the amount loan one (1) month from the date of approval.

Requirements:

- Assessment Form from the accounting office
- Application Form signed by Parent or Guardian and Dean.

Implementing Guidelines:

- Loan should be processed and approved one (1) week before examination except finals.
- Outstanding loan must be paid first before applying for renewal.

Procedures:

Step 1: Fill out application form available at CSDL
Step 2: Proceed to Accounting for current assessment
Step 3: Loan form must be signed by the student, parent/guardian and   College Dean.
Step 4: Submit the signed form to CSDL for review
Step 5: Upon approval, present the form to Accounting Office and secure examination permit.

Note: *Student must return the original copy of student loan form to CSDL and leave one copy at Accounting Office.*

Payment:

- Student is expected to pay the loan on or before its due date.
- Payment must be made through the accounting office.
- Copy of official receipt must be presented to CSDL to close the loan account.