



San Beda College Alumni Foundation, Inc.

Alumni Affairs Office, San Beda University, 638 Mendiola St., San Miguel, Manila
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APPLICATION FOR SCHOLARSHIP

A.Y. 2025-2026



I. Personal Background

Applicant: _____

Last Name

First Name

M.I.

Permanent Address: _____

(Manila) Address: _____

Res-Tel # _____ Mobile # _____ Email: _____ Birthday: _____

II. Educational Background

Present Year/ Course: _____

Name of Previous School attended: _____

High School/ Year Attended: _____

Grade Schol/ Year Attended: _____

III. Family Background

FATHER

MOTHER

Name: _____

Age: _____

Occupation/Position: _____

Employer/Company: _____

Working Abroad: _____

(specify how long) _____

Mobile # _____ Email: _____

Bedan Alumnus? Yes No

If Alumnus: Year Graduated GS _____ High School _____

College/Yr.& Course _____

No. of Sibling Brother/s: _____ Sister/s: _____

Parents Combined Annual Income: _____

STUDENT SCHOLARSHIP PROGRAM

CRITERIA

To qualify as recipient of a scholarship grant, the following minimum criteria must be met:

1. Must be financially challenged as determined by the SBCAF Scholarship Committee;
2. Must have no failing grade in any subject;
3. Must carry the full load required of the year level and course curriculum;
4. Must NOT drop any subject;
5. Cannot shift to another course without prior consultation and approval by the SBCAF Scholarship Committee;
6. Must render two (2) hours a week of service to the SBU Alumni Office;
7. Must conduct himself/herself in and out of the campus in accordance with the school's policies and regulations, and shall exert efforts to exemplify values, behaviors and attitudes worthy of my role and stature as a scholar;
8. Must not be placed under academic, attendance or disciplinary probation;
9. Must submit semestral and annual progress reports and the official grades incurred therein to the SBCAF Scholarship Committee and to his/her benefactor.
10. Must sign a commitment letter expressing his/her intention to reimburse the SBCAF for all the tuition and other school fees the SBCAF has advanced in his/her behalf. This commitment letter must be counter signed by his/her parent/guardian.

APPLICATION AND SCREENING PROCEDURE

The procedure for the application and the final approval of the scholarship grants recipient follows:

1. Applicants accomplish an Application & Undertaking Form which can be secured from SBU Alumni Office.
2. Student applicants and parent/s should submit a Letter of Application in explaining the need for financial assistance

Letter address to:

DR. JAIME Z. GALVEZ TAN
President
SBC Alumni Foundation

MR. EDGARDO B. FAVILA
Chairman, Scholarship Committee
SBC Alumni Foundation

3. **The family gross annual income must not lower than Two Hundred Fifty Thousand Pesos (P250,000)**

4. **Academic Requirements (Student applicant completes the documentary requirements)**

§ For Junior High graduate/s (Incoming Senior High School)

- ✦ Report Card for eligible Senior High School for Grade XI.
- ✦ Parent/s latest Income Tax Return (ITR)
- ✦ for OFW parent/s must submit Contract of Employment or any proof of income
- ✦ If parent/s unemployed, submit any proof of documents in supporting his/her studies
- ✦ Good moral character from school principal
- ✦ 3pcs. 2x2 ID picture

§ For freshmen student applicant/s (CAS and Nursing)

- ✦ SHS Report Card eligible for college
- ✦ Parent/s latest Income Tax Return (ITR) or Certificate of Employment with Compensation
- ✦ for OFW parent/s must submit Contract of Employment or any proof of income
- ✦ for unemployed parents: Any proof of documents in supporting his/her studies
- ✦ 3pcs. 2x2 ID picture

5. **Deadline for submission of application is on or before May 30, 2025.**
6. The Alumni Office conducts a pre-screening of student applicants based on the documents submitted.
7. The Scholarship committee convenes and recommends to the SBCAF Board of Trustees the list of scholars.
8. The SBCAF Board of Trustees approves the list of scholars with the understanding that only 90% of the total tuition and miscellaneous Fees are covered by the SBCAF scholarship grant while the remaining 10% are to be shouldered by the scholar.
9. Applicants will be notified by text, phone call or email regarding the status of his/her application.

N.B. APPLICATION FORM WITH INCOMPLETE REQUIREMENTS WILL NOT BE PROCESSED.

Applicants shall be short-listed based on the initial data gathered from the application form. Those who shall be selected shall proceed to the proper screening process of interviews