TITLE	PROCESSING SCHOLARSHIPS AND FINANCIAL AID
OBJECTIVE	To ensure that eligible students can avail the scholarship programs available in the university To ensure the timely and effective processing of scholarship applications
SCOPE	This procedure covers steps from inquiries for scholarship, application, and grant of the scholarship and renewal of the application. It is applicable to scholarship/financial grants from the University and external sponsoring agencies.

Responsibility	Activities		Interfaces
Scholarship Coordinator	Receive inquiries for Scholarship	Note1	Residence of Scholarship
Scholarship Coordinator	Post Timeline for Scholarship Acceptance		Post Website
Scholarship Coordinator	Receive applications		Scholarship/Grant Application Form and Attachments
Scholarship Coordinator	Screen Applications and Attachments	Note 2	Scholarship/Grant Application Form and Attachments
Scholarship Coordinator	Forwardapplication to concerned unitfor evaluation		Compilation of Pre-screenedApplications
	University-funded? (No / Yes)		
Scholarship Coordinator	Present to OSAS/Campus Director	Note 3	Report of Qualified Scholars
	A / B		

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Responsibility	Activities	Interfaces
	A / B	
OSAS/Campus Director	Approve Report	Report of Qualified Scholars of University Funded Scholarship Program
Scholarship Coordinator	Receive Report of Qualified Scholars	Report of Qualified Scholars of University Funded Scholarship Program Report of Qualified Scholars for External Funded Scholarship Program
Scholarship Coordinator	Send copy of the Report to Cashier	Report of Qualified Scholars of University Funded Scholarship Program Report of Qualified Scholars for External Funded Scholarship Program
Scholarship Coordinator	Post Result	Note 4 Report of Qualified Scholars of University Funded Scholarship Program Report of Qualified Scholars for External Funded Scholarship Program
Scholar	Present Certificate of Registration	Certificate of Registration
Scholarship Coordinator	Stamp Certificate of Registration	Certificate of Registration
Student	Retrieve Scholarship Grant	Report of Qualified Scholars of University Funded Scholarship Program Report of Qualified Scholars for External Funded Scholarship Program
Scholarship Coordinator	Monitor scholars	PR-ACD-003: Scholarship Monitoring
Student	Renew Application	Note 5

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NOTE 1:

1. For scholarships for Dean's list students, high school valedictorian and salutatorian, added attachments are needed. An Official Recommendation letter is prepared by the Registrar's Office for the Dean's list students while a certification of being a valedictorian or a salutatorian graduate is required from the high school head.
2. Only full-time undergraduate, graduate or doctoral (or similar) students are eligible to apply for scholarship. Incoming students need to complete the admission application.
3. For requirements of all the scholarship available in the university, refer to University-funded Scholarships/grants. For further information, visit scholarship office.
4. Announcements regarding scholarship acceptance are posted on the bulletin board around the university one week after the enrollment process. For any delay due to unavoidable circumstances, an announcement is posted on OSA's bulletin board.
5. For university-funded scholarship, all documented requirements must be accurate and complete. Failure to do so may result in an application not being processed or to an award being terminated if documentation or information provided is later determined to be false.
6. For externally-funded scholarships, applicants must submit the requirements directly to the designated office of the sponsoring agency. However, there are arrangements where the externally-funded agency allows the initial screening process to be conducted by the university.

NOTE 2:

1. Application screening is based on the University's or the sponsoring agency's selection criteria, keeping in view the eligibility requirements and selection criteria of each scholarship. In the evaluation process, the university or sponsoring agency may contact the applicants for further information.
2. Selection criteria vary among sponsoring agencies.
3. University has no direct control to the selection process of the sponsoring agency.

NOTE 3:

1. For university-funded scholarship application, applications are forwarded to the Unit in-charge for evaluation and recommendation. For scholarships from the University's Culture and Arts and Sports units, the applications are forwarded for auditions or try-outs and recommendations.
2. After due evaluation, the application will be submitted to the OSAS/Campus Director for final action. If not, report is reviewed again and suggestions and requests of the scholarship Head are considered.
3. For Student Assistantship application, the scholarship Head will verify documented requirements and countersigns below the name of the director to signify compliance.
4. List of Qualified Scholars/Grantees for a specific externally-funded scholarship/grant shall be submitted to scholarship Coordinator/Head for verification.

NOTE 4:

1. Approved report is posted on the bulletin board near scholarship office to inform all applicants of the outcome of the selection process.
2. Ensure that all successful applicants are informed.
3. Discuss the following information to the recipients of the scholarship:
   a. Coverage of the scholarship and other relevant information
   b. Details regarding the release of grant
   c. Requirements (for award of the scholarship)
   d. Requirements to keep the scholarship

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NOTE 5:

1. Rules for each scholarship vary among scholarship/grant. Refer to the guidelines of Scholarship/grant.
2. The following applicants are not allowed to renew their scholarship for university-funded:
   - Applicants who have NOT satisfied the required academic grade/standing
   - Applicants who dropped out from school without notifying the OSA.
   - Applicants who are subjected to disciplinary action of any kind, only if found necessary
   - Applicants who has already enjoying substantial grants or compensations from other sources or scholarship grant

RECORDS GENERATED:

1. Report of Qualified Scholars of University Funded Scholarship Program
2. Report of Qualified Scholars for External Funded Scholarship Program
3. Report of Qualified Scholars
4. Certificate of Registration

REFERENCES:

1. PR-ACD-003 Scholarship Monitoring
2. Scholarship/Grant Application Form and Attachments
3. University-funded Scholarships/Grants

Prepared by:	Reviewed by:	Approved by:
JOEY ARLES G. QUEQUARA Process Owner	FERNANDO T. HERRERA, PhD Quality Management Representative	ANTHONY M. PENASO, PhD University President
Date: July 1, 2016	Date: July 1, 2016	Date: July 1, 2016

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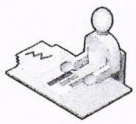
TITLE	SCHOLARSHIP MONITORING
OBJECTIVE	To ensure the effective and timely monitoring of the academic performance of scholars
SCOPE	This procedure is applicable to students with scholarships, whether funded by the University or an external sponsoring agency. It covers activities from preparing a monitoring program to informing the cashier of the withdrawal of scholarship.

Responsibility	Activities		Interfaces
Campus Director/ Scholarship Coordinator		Prepare Scholarship Monitoring Program	Scholarship Monitoring Program
Scholarship Coordinator		Monitor Performance	Note 1 — Scholarship and Financial Aids Manual carsu.edu.ph
Scholarship Coordinator		Prepare Recommendation for Replacement Report	Recommendation for Replacement Report
		Approve? — No → End; Yes ↓	
Scholarship Coordinator		Inform Student	Note 2 — Post Letter
Scholarship Coordinator		Inform Cashier	Recommendation for Replacement Report

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NOTE 1:

1. The university shall evaluate the performance of every scholar, at the end of each semester, based on the scholastic records through the CSU online Information System. Failure to comply with the requirements of the scholarship means disqualification from the scholarship.
2. Random interviews with the advisers and peers of every scholar are conducted to gather and verify information.
3. Beneficiary of the scholarship who shows negligence or inappropriate behavior during the semester is interviewed personally to address the issues.

4. If the student is proven to be negligent, he/she may be recommended for replacement. A Recommendation for Replacement Report is prepared for approval of the Campus Director/President. A deeper investigation may be requested and special arrangements/agreements may be prepared by the Campus Director/President, only if found necessary.

RECORDS GENERATED:

1. Recommendation for Replacement Report

REFERENCES:

1. www.carsu.edu.ph
2. Scholarship and Financial Aids Manual

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Prepared by:	Reviewed by:	Approved by:
JOEY ARLES C. VERGARA Process Owner	FERNANDO T. HERRERA, PhD Quality Management Representative	ANTHONY M. PENAso, PhD University President
Date: July 1, 2016	Date: July 1, 2016	Date: July 1, 2016