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 <div>Republic of the Philippines <b>Mountain Province State Polytechnic College</b> Bontoc, Mountain Province</div>	Doc. Control No.	MPSPC-OSA-PM-001	
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<b>STUDENT MANUAL</b>			

4. Student Scholarships and Assistantship

4.1. Goals and Objectives

- 4.1.1. To assist students who generally belong to the “poor but deserving” group to avail of scholarships/grants or financial assistance for educational purposes.
- 4.1.2. To scout for possible individual, agency or institutional sponsors for deserving students.

4.2. Personnel

- 4.2.1. The office is supervised by the Scholarship and Grants Coordinator who relates directly to the Director of Student Services and Development Office. The coordinator works with the scholarship committee composed of the Vice President for Academic Affairs as Chairman. The members are the : Director for Student Service and Development, Registrar, Finance Officer, HRMO and a representative from the student council (refer to College Code).

4.3. Functions

- 4.3.1. Keeps records of the different scholarship and educational grants offered to students either by the college, the national government or by any interested individual, group of persons or private company.
- 4.3.2. Disseminates information on possible scholarship slots as provided for by the Scholarship Committee;
- 4.3.3. Prepares and implements the Memorandum of Agreement between the grantor and the college through the Office of the President;
- 4.3.4. Coordinates with the scholarship committee in the screening of students availing for scholarship;

4.3.5. Undertakes the processing of scholarship papers of the students; and

4.3.6. Takes charge of the Student Financial Assistance Program of the college in coordination with the appropriate office.

#### 4.4. Policies on Scholarship and Educational Grants of the College

##### 4.4.1. MPSPC Sponsored Scholarships:

- **Academic Scholarships.** Scholarships are granted by the College to students with excellent academic performance.
  - **President's List.** A student who gets a general average of 100%-92% shall enjoy full tuition fee discount provided that he/she carries at least the regular load prescribed by the department where he/she is enrolled, is of good moral character and has no grade lower than 86% in any subject in the previous semester he or she attended.
  - **Dean's List.** A student who gets a general average of 91%-89% shall enjoy a 75% tuition fee discount provided that he/she carries the regular load, is of good moral character and has no grade lower than 80% in any subject in the previous semester he or she attended.
  - **Entrance Scholars.** Scholarships shall be awarded to valedictorians and salutatorians from public and private schools in the country. Valedictorians shall enjoy full tuition while salutatorians enjoy 75% tuition fee for the first semester he/she enrolled in the college.
- **Grants-in-Aid-Service.** The college shall also extend other privileges in the form of full or half tuition fee to the following as approved by the board of trustees:
  - **Members of the MPSPC Band.** The adviser shall recommend to the College President through the Director for Students Services and Development. A deserving member of the band will be granted 100% tuition fee discount. The scholar must have no failing grade, must attend regular practices as called for by the band master and participate in school and community activities whenever the school band is invited or requested to perform.
  - **ROTC Corp Commander.** The ROTC Commandant shall recommend to the College President through the scholarship coordinator the ROTC Corp Commander. He/she will be granted 100% fee tuition privilege. The ROTC Corp Commander to be granted the scholarship must have no failing grades and must attend regular meetings when called for by higher authorities.
  - **Outstanding Athletes.** The Sports Director shall screen and recommend to the College President through the Scholarship Coordinator the grantees to this program based on set criteria such as: a) performance in the past athletic competitions as medalist in regional or athletic competition, and b) abides by the scholarship contract that serves as the application letter. The qualified athlete will be granted 100% tuition fee discount.
  - **SSC President.** The Adviser shall recommend to the Director of Student Services and Development and the Chairman of the

Scholarship Committee through the Scholarship Coordinator the grantee to this program.

- SSC President-100% discount

**-Editor-in-Chief and staff members of the school publication.** The adviser shall recommend to the College President through the Director of Student Service and Development qualified school publication staffs. He/she will be granted tuition fee privilege. To qualify for the grant, he/she must have no failing grades, must attend regular meetings when scheduled by the Adviser and the college authority and must submit monthly/quarterly reports and annual reports.

**-MPSPC Minstrels (Choral Group)/Student Cultural Arts Group (SCAG).** The Adviser shall recommend to the College President through the Director of Student Services and Development and the Chairman of the Scholarship Committee the grantees to this program after a thorough audition.

**-Socio-Cultural Scholarship Grants.** The adviser shall recommend to the College President through the Director of Student Services Development and the Chairman of the Scholarship Committee the grantees to this program.

##### Policies/Guidelines for Grants

- A grantee shall be entitled to free tuition fee, miscellaneous, laboratory and other fees as billed in the assessment form.
  - Shall carry a minimum of 18 academic unit loads except for graduating students.
  - Shall enroll NSTP and PE required subjects, during the prescribed curricular period; and
  - Shall pass all the subjects he/she is enrolled in the semester.
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- **Service Grants.** This grant is given to a working student in recognition of his/her invaluable services to the college. The supervisor (GSO Director) shall recommend to the College President through Director for Student Services and Development the grantees to this program. He/she shall be entitled to free tuition fee, miscellaneous, laboratory and other fees as billed in the assessment form.
- **Special Privileges.** Free tuition fee is granted to employees and children of employees (Art. 76 sec. 1.g of the College Code).
- **Student Assistants.** The GSO Director shall recommend to the College President through the Director of student Service and Development qualified student assistants. The criteria in selection of student assistants include the following: a) financial need of the applicant as supported by the most recent Income Tax Return (ITR) of the Family or a Sworn Statement in the case of Non-filing of such return; b) general ability of the student to combine work and study without prejudice to one or the other, as evidenced by the academic record of the student for the past two school terms, or 4<sup>th</sup> year high school card (for entering freshmen applicants); and c) specific or special skills possessed by the applicant in relation to the job. (See handbook for student assistants)

4.4.2. *DILG Special Privilege.* As stipulated in the Local Government Code, incumbent officers of the Sangguniang Kabataan and legitimate children of incumbent Sangguniang Kagawad shall be exempted from paying tuition fees enrolled in State Colleges and Universities.

Requirements:

- Most recent certification from the DILG Officer or Municipal Mayor.
- Grades in the last semester attended.

#### 4.4.3 *Private-Sponsored Scholarship and Grants*

With the intention of giving financial assistance to the student with excellent academic performance, non- government entities or individuals have forged the Memorandum of Agreement with the College. Specific criteria, guidelines and procedures are set by the sponsors that are most applicable to their end. In most cases, the pre-screening is carried out by the Scholarship committee in accordance with the prescribed criteria. In some instances, the students personally work for the scholarship and the processing of the document is asserted by the committee.

## 5. Auxiliary Services

### 5.1 *Goals and Objectives*

- 5.1.1. Provide assistance in other student-related concerns such as identification cards, insurance and others.
- 5.1.2. To ensure the smooth flow of procedures for the different services offered by the office.