MEMORANDUM NO. 133
Series of 2015

TO : All UPLB Alumni

SUBJECT : Invitation to Support the UPLB Adopt-a-Student Program

UPLB is implementing the Adopt-a-Student Program conceived as a channel for providing assistance to less fortunate but deserving students who might not be able to continue their studies due to lack of finances.

The newly approved program already has three donors who have signified interest in giving support to our students. Two of these donors are UPLB alumni now based in New Zealand and Dubai.

We invite more UPLB alumni to pledge support to the UPLB Adopt-a-Student Program. We hope you can be donors to students in need of financial assistance to sustain their education in UPLB. We are positive that any single act of kindness done in multitudes will definitely create a significant impact in the lives of the program’s beneficiaries.

Attached herewith are the general and implementing guidelines of the program for your reference. For more information about the program, please contact the Office of Student Affairs at telephone number (049) 536-2238.

Thank you very much.

FERNANDO C. SANCHEZ, JR.
Chancellor

Attachment: a/s
cc: OVCAA
QSA
RMO
GENERAL GUIDELINES FOR A ADOPT-A-STUDENT PROGRAM

I. WHO MAY QUALIFY

1. ST recipients with appeal, priority will be given to students under PD 60, PDB0 and FD.
2. Entering freshmen who need additional financial assistance to be able to enrol.
3. Recipients of scholarships who lost their scholarships for failure to meet the required average and in need of financial assistance to continue studying provided donor conditions are satisfied.
4. Recipients of scholarships who need financial assistance.

II. PROCEDURES FOR SELECTION

1. UPLB-CSFA will select the grantees.
2. The SFAD-OSA may search for potential grantees.
3. Students may be referred for SFAD-OSA for assistance.

III. BENEFITS

A minimum of Two thousand Pesos (P2,000.00) monthly stipend or as determined by UPLB-CSFA and/or donor.

IV. CONDITIONS

1. The award is for one semester only, but may be renewed for another semester depending on availability of funds and on the academic and financial status of the grantee.

   The grantee must not get a grade of “5.0” during the semester he/she was adopted. A grade of “4.0” or “Inc.” must be removed or completed on before the last day for registration of the succeeding semester if the removal/completion is needed to complete 15 units.

2. To be eligible for renewal, the grantee must satisfy the stated qualifications above.
ADOPT-A-STUDENT PROGRAM
Implementing Guidelines

• The Adopt-a-Student Program is a financial assistance program conceived for low income students of UPLB. It aims to help less fortunate but deserving students who lost their scholarships for failure to meet the academic requirements or those whose scholarship benefits are not sufficient to sustain their school needs while studying.

WHO MAY QUALIFY

• The UPLB Committee on Scholarships and Financial Assistance (UPLB-CSFA) selects the grantees of the Adopt-a-Student Program. The Committee grants the benefits to students based on the criteria:
  o Priority is given to students availing of at least 80% tuition discount and above.
  o The ST provides tuition discounts according to the student’s capacity to pay. The amount of subsidy to be given is determined by the tuition discount assigned to students.
  o Grantees may be previous beneficiaries of scholarship programs who lost their benefits due to failure in meeting the qualifications for grant renewal. Said grantees must be in need of financial assistance to continue studying, provided specific academic standing and/or donor conditions are satisfied.
  o Grantees may be current beneficiaries of scholarship programs who need supplemental financial assistance.

SELECTION AND RENEWAL

• The UPLB-CSFA selects grantees from a list of candidates endorsed by the SFAD-OSA. The list is composed of students appealing for a better tuition discount or in need of additional support as referred by the different UPLB units. Selection may also be made in consultation with the donor.
• The UPLB-CSFA determines the amount to be given to each grantee, based on the need of the student and qualifications set by the donor.
• The Adopt-a-Student Program provides financial assistance for one (1) term (semester or midyear) only for students funded by the Pool. Grantees may be renewed for another semester depending on availability of funds and the academic and financial status of the grantee as determined by the UPLB-CSFA. To be eligible for renewal, grantees must: (1) be in good academic standing as certified by the respective college secretaries; and (2) be enrolled in a minimum of 15 units, unless graduating, with certification from the college, or required to take up mid year classes. For disqualified grantees, they may be reinstated only as recommended by the UPLB-CSFA and upon approval of the donor, when applicable. If the awards are not claimed by the newly selected recipients within two (2) consecutive terms, the funding shall be returned to the Pool for other prospective grantees.
DONOR’S ROLE

- The Adopt-a-Student Program provides financial assistance by pooling monetary contributions from institutional and individual donors. Organizations, small groups, private individuals, UP faculty members and even UP students can help by contributing a portion of their income and allowance to a pool of funds that finances the allowances of students under the program. Donors may choose to contribute to cover a portion of a UP student’s monthly allowance for lodging or they may finance the entire cost to study in the university for one (1) semester.

- To adopt a student enrolled in at least fifteen (15) units during a semester/ six (6) units during a mid year term, there are several benefit packages which donors can choose from depending on their capacity:

  **OPTION 1:** Giving a FULL SUPPORT PACKAGE OF FORTY THOUSAND PESOS (P40,000.00) per semester/ SIXTEEN THOUSAND (P16,000.00) per mid year term

    - Book allowance of FIVE THOUSAND PESOS (P5,000.00) per semester / TWO THOUSAND pesos (P2,000.00) for midyear term
    - Monthly living allowance of SEVEN THOUSAND PESOS (P7,000.00) for five (5) months in a regular semester/ for two (2) months during midyear.

  **OPTION 2:** Giving a PARTIAL SUPPORT PACKAGE of NINETEEN THOUSAND PESOS (P19,000.00) per semester/ EIGHT THOUSAND PESOS (P8,000.00) per midyear term

    - Book allowance of FOUR THOUSAND PESOS (P4,000.00) per semester/ TWO THOUSAND PESOS (P2,000.00) for midyear term
    - Monthly living allowance of THREE THOUSAND PESOS (P3,000.00) for five (5) months in a regular semester/ for two (2) months during midyear.

  **OPTION 3:** Giving a SUPPLEMENTARY LIVING ALLOWANCE ranging from THREE THOUSAND PESOS (P3,000.00) to SEVEN THOUSAND PESOS (P7,000.00) monthly for five (5) months during a semester/ for two (2) months during midyear.

  **OPTION 4:** To give a ONE-TIME DONATION OF P _____________ to be added to a pool of funds for students with immediate financial need.

- Donors may indicate certain qualifications of UP students to be given priority during the selection of grantees. A donor may also opt to support more than one (1) UP student per semester.

PLEDGE OF DONATION

Instruction: Kindly accomplish Pledge of Donation form to formalize the grant.
ADOPT-A-STUDENT PROGRAM
Office of Student Affairs
Scholarships and Financial Assistance Division
UPLB, College, Laguna

PLEDGE OF DONATION FORM

Name: ____________________________________________

Mailing Address: __________________________________

________________________________________________

Contact Number: __________________________ E-mail: ________________________________

I wish to support our Iskolar ng Bayan by pledging:

___________________________________________________________________________

OPTION 1: To give FULL SUPPORT to ___ (no. of recipients) students for ___ terms (1st sem/2nd sem/midyear starting _____semster, AY _____ - _________ by providing the following benefit package:

- Book allowance of FIVE THOUSAND PESOS (P5,000.00) per semester / TWO THOUSAND pesos (P2,000.00) for midyear term
- Monthly living allowance of SEVEN THOUSAND PESOS (P7,000.00) for five (5) months in a regular semester/ for two (2) months during midyear.

[ ] OPTION 2: To give PARTIAL SUPPORT to ___ (no. of recipients) students for ___ terms (1st sem/2nd sem/midyear starting _____semster, AY _____ - _________ by providing the following benefit package:

- Book allowance of FOUR THOUSAND PESOS (P4,000.00) per semester/ TWO THOUSAND PESOS (P2,000.00) for midyear term
- Monthly living allowance of THREE THOUSAND PESOS (P3,000.00) for five (5) months in a regular semester/ for two (2) months during midyear.

[ ] OPTION 3: To give SUPPLEMENTARY ALLOWANCE of ___ (min. of P3,000.00 for 5 months in a regular sem/ for 2 months during midyear) to ___ (no. of recipients) students for ___ terms (1st sem/2nd sem/midyear starting _____semster, AY _____ - _________

[ ] OPTION 4: To give a ONE-TIME DONATION OF P_______________ to be added to a pool of funds for students with immediate financial need.

My preferred recipient/s of my grant (for OPTIONS 1-3) may belong to the following criteria (Please check all that apply).
[ ] year level: ____________________________  [ ] college: ________________________________

[ ] course: ______________________________  [ ] home province: ________________________

[ ] none, as long as he/she is financially needy as determined by the university

Accepted modes of donations are by cash or check. For check donations, please indicate “Adopt-a-Student Program, UP Los Banos” as payee. Cash and check donations shall be acknowledged by temporary receipts. Once the amount is credited in the program account, the SFAD-OSA will send the official receipt to the donor’s mailing address.

kindly send back this form to the scholarships and financial assistance division, OSA via email to: sfadosa@uplbosa.org or director@uplbosa.org or thru telefax: (049) 536-3209, (049) 536-2238.