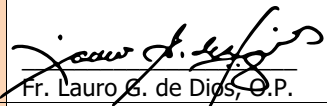


Procedure No:	ADM-PROC-FAD-0001
Procedure Title:	Application for Scholarship Privilege for Former Athletes
Related Policy:	ADM-POL-FAD- 0004 Scholarship Policies for Former Athletes
Date of Issuance:	A.Y. 2020-2021
Effectivity:	A.Y. 2020-2021 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Athletics Department
"Supersedes" Notification:	ACA-PROC-ATH-0005 Application for Scholarship Privilege for Former Athletes
Procedure Description:	The details the Colegio's procedures in providing scholarship opportunities for former athletes.
Areas of Responsibility:	Athletics Office
Procedure Details:	<p>Step 1 – The former athlete submits the following documents to the Athletics Moderator:</p> <ul style="list-style-type: none"> • Letter of Intention addressed to the Vice President for Financial Affairs • Certification of Grades and summary of subject deficiencies from the Office of the Registrar <p>Step 2 – The Athletics Moderator reviews and endorses the application to the Director of the Student Affairs.</p> <p>Step 3 – The Director of Student Affairs reviews the application and recommends to the Vice President for Financial Affairs.</p> <p>Step 4 – The Vice President for Financial Affairs shall decide the amount of discount and other terms and conditions to be granted to the former athlete.</p> <p>Step 5 – Results of the application shall be returned to the Director of the Student Affairs.</p> <p>Step 6 – Former athletes, whose applications received an approved status and have entered in a memorandum of agreement with the Colegio, can proceed with the succeeding steps for enrollment.</p>
Procedure Approval Authority:	Vice President for Financial Affairs
References:	
Definition:	
Help Page:	Financial Affairs Division
Prepared by:	
Approved by:	 Fr. Lauro G. de Dios, O.P.
Date of Approval:	09.28.2020

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