

24 October 2013

Memorandum No. 2013-011

TO : All UP Diliman Students
SUBJECT : Online Tuition Loan Application

Application for Tuition Loans including the 100% Tuition Fee Loan will now be accessible online thru the Computerized Registration System beginning the registration for the 2nd Semester 2013-2014.

For those who wish to apply for Tuition Loan, below is the procedure:

1. Log-in your UP webmail username and password at <http://www.crs.upd.edu.ph>
2. Click the Tuition Loan Application and select the amount of loan you wish to apply
3. Fill up the tuition loan application form
4. Print two (2) sets of the tuition loan application
 - 4.1 Student will sign both copies as debtor and put his/her thumbmark
 - 4.2 Parent, Relative, Spouse will sign both copies as co-debtor
5. Attach the following:
 - 5.1 One (1) 1"x1" ID picture for each set;
 - 5.2 One (1) photocopy each of co-debtor's valid ID and student's UP ID card (if available) as attachment for verification of the signature
6. Bring the accomplished form and attachments to the Student Loans Office, Office of Scholarships and Student Services, 3rd Floor, Vinzons Hall
7. Approved loan forms will be stamped "APPROVED" and countersigned by a Student Loan staff

On meritorious cases, students may avail of the 100% tuition fee loan. Procedure No. 1-5 will be the same as Tuition Loan except that the loan must be first approved by the Chancellor before submitting it to the Student Loan. Below is the detailed procedure for the 100% Tuition Loan:

1. Log-in your UP webmail username and password <http://www.crs.upd.edu.ph>
2. Click the Tuition Loan Application and select the amount of loan you wish to apply
3. Fill up the tuition loan application form
4. Print two (2) sets of the tuition loan application
 - 4.1 Student will sign both copies as debtor and put his/her thumbmark
 - 4.2 Parent, Relative, Spouse will sign both copies as co-debtor
5. Attach the following:
 - 5.1 One (1) 1"x1" ID picture for each set;
 - 5.2 One (1) photocopy each of co-debtor's valid ID and student's UP ID card (if available) as attachment for verification of the signature
6. Bring the accomplished form and attachments to the Office of the Chancellor, 2nd Floor, Quezon Hall.
7. Once "APPROVED" bring the form to the Student Loans Office, Office of Scholarships and Student Services, 3rd Floor, Vinzons Hall for validation.
8. Bring approved form to the Cashier's Office for payment

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For any queries or assistance, please contact the OSSS thru Mr. Aris Dacanay, OIC at numbers UPD Trunkline 981-8500 local 4506.

Thank you.



Prof. Ma. Corazon Jimenez-Tan
Vice-Chancellor for Student Affairs

Noted:



Chancellor Caesar A. Saloma
University of the Philippines Diliman

Cc: Prof. Evangeline C. Amor, University Registrar
Deans
College Secretaries