

Service: Availment of SAFE Scholarship

Schedule of Availability of service:

*Rely on the Schedule of Enrollment
8:00am – 5:00pm*

Who may avail of the Service:

Freshman Students

What are the requirements:

- Photocopy of report Card (Form 137) General Weighted Average of 80%
- ITR Form (Total Family Income is not more than P150,000.00 per annum)
- Duly Accomplished SAFE application Form
- 1 x 1 ID Picture (2)
- School ID

Forms: None

Fee: None

How to Avail:

Step	Applicant/Client	Administrator's Activity	Duration of Activity	Person-in-Charge	Form
1	Secure SAFE application form	Give application form	1 minute	Scholarship Officer	SAFE Application Form
2	Seek the Signature of the following: <ul style="list-style-type: none"> - Registrar - Guidance Counselor - Supervisor, Student Services - College President 	Check and verify application form for the preparation of vouchers for payment	1 day	Registrar Guidance Counselor Student Director/Supervisor OIC – VP for AARA College President	
3	Submit Duly accomplished form to the Scholarship Officer	Check and verify application form for the preparation of vouchers for payment	4 hours	Scholarship Officer	
4	Submit Official Receipts, RER for reimbursement of remaining balance of their scholarship grant	Reimburse of expenses based on ORs/RERs submitted	4 hours	Scholarship Officer Accountant Cashier	BSC Official receipt & Reimbursement Expenses Receipt
End of Transaction					