



ATENEO DE MANILA UNIVERSITY  
JUNIOR HIGH SCHOOL

## FINANCIAL AID APPLICATION CHECKLIST

for Grade \_\_\_\_\_ SY \_\_\_\_\_

Please attach this checklist to the application form for financial aid and other required documents. The application for Financial Aid is NOT done manually. Scan this form and accompanying documents and email them to [admissions.ajhs@ateneo.edu](mailto:admissions.ajhs@ateneo.edu) with the subject FINANCIAL AID APPLICATION for SY \_\_\_\_\_ for (NAME). THIS FIRST PAGE IS FOR THE APPLICANT, AND SHOULD NOT BE INCLUDED IN THE UPLOAD.

NAME OF APPLICANT: (Name on birth certificate)

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LAST NAME

GIVEN NAME

FULL MIDDLE NAME

- Completed Financial Aid Application Form
- Letter from the parents or guardian explaining the family's financial situation and justifying the need for financial aid
- Clear photocopy of the applicant's COMPLETED **Report Card** (Grade 5 for Grade 7 applicants, Grade 6 for Grade 8 applicants, Grade 7 for Grade 9 applicants, Grade 8 for Grade 10 applicants).
- Clear photocopy of the applicant's MOST RECENT REPORT CARD (for the current SY)
- Clear photocopy of the parents' or guardian's **Annual Income Tax Return or Certificate of Tax Withheld** OR a notarized **Certificate of Non-Filing of Income Tax** issued by the BIR's Revenue District Office in your area
- Clear photocopy of the parents' or guardian's **Pay Slips** for the past two (2) months
- Photocopy of the following **Utility Bills** for the past three (3) months:
  - Electricity
  - Water
  - Telephone
  - Credit Card/s (including all pages of the bill that show purchases made on credit)
- One (1) recent ID picture (1" x 1") glued or pasted to the application form
- Three (3) photographs of the family's residence, scanned and attached to the form.

**Note: Only applications with complete requirements will be processed. Documents filed in support of the application for financial aid become the property of the Ateneo Junior High School and will NOT be returned to the applicant.**



**ATENEO DE MANILA UNIVERSITY  
JUNIOR HIGH SCHOOL**

**APPLICATION FOR SCHOLARSHIP/FINANCIAL AID**

School Year \_\_\_\_\_

New Application    Application for Renewal of Grant

Incoming Grade 7 8 9 10

Paste a  
recent  
1x1 ID

*Please provide complete and accurate information. Write NA if the required information is not applicable. Only applications with complete requirements will be processed.*

**PERSONAL INFORMATION**

NAME \_\_\_\_\_  
*Last Name*
*First Name*
*Full Middle Name*
*Nickname*

HOME ADDRESS \_\_\_\_\_

ZIP CODE \_\_\_\_\_ TEL. NO. \_\_\_\_\_ MOBILE NO. \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

LAST SCHOOL ATTENDED \_\_\_\_\_

Were you a recipient of a scholarship/financial aid grant last school year?  YES  NO

If YES, what percentage of tuition and fees subsidy did you get? \_\_\_\_\_

If NO, how did your family settle payment for your tuition and fees last school year? \_\_\_\_\_

List all your extra-curricular activities, including positions held in the past 2-3 years.	List any honors or awards you have received for scholastic achievement and deportment in the past 2-3 years.	List your community or church activities.

Were you placed on probation status last SY?  Yes  No

If YES, please provide a brief explanation of the reason for your probation.  
 \_\_\_\_\_  
 \_\_\_\_\_

**DATA ON PARENTS**

**FATHER'S NAME** \_\_\_\_\_ AGE \_\_\_\_\_  LIVING  DECEASED  
 TEL. NO. \_\_\_\_\_ MOBILE NO. \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_  
 EDUCATIONAL ATTAINMENT \_\_\_\_\_ OCCUPATION \_\_\_\_\_  
 ANNUAL INCOME \_\_\_\_\_  
 (IF EMPLOYED) NAME OF COMPANY/EMPLOYER \_\_\_\_\_  
 JOB TITLE/POSITION \_\_\_\_\_ NO. OF YEARS IN THE COMPANY \_\_\_\_\_  
 (IF SELF-EMPLOYED) NATURE OF WORK/BUSINESS WORK \_\_\_\_\_  
 ADDRESS \_\_\_\_\_

**MOTHER'S NAME** \_\_\_\_\_ AGE \_\_\_\_\_  LIVING  DECEASED  
 TEL. NO. \_\_\_\_\_ MOBILE NO. \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_  
 EDUCATIONAL ATTAINMENT \_\_\_\_\_ OCCUPATION \_\_\_\_\_  
 ANNUAL INCOME \_\_\_\_\_  
 (IF EMPLOYED) NAME OF COMPANY/EMPLOYER \_\_\_\_\_  
 JOB TITLE/POSITION \_\_\_\_\_ NO. OF YEARS IN THE COMPANY \_\_\_\_\_  
 (IF SELF-EMPLOYED) NATURE OF WORK/BUSINESS WORK \_\_\_\_\_  
 WORK ADDRESS \_\_\_\_\_

**PARENTS:**  Together  Unmarried  Separated/Divorced/Union Annulled  Widow/er  Single Dad/Mom

**Applicant lives with:**  Both parents  Dad  Mom  Grandparent/s  Others \_\_\_\_\_

(If applicable)

**GUARDIAN'S NAME** \_\_\_\_\_ AGE \_\_\_\_\_ RELATION TO APPLICANT \_\_\_\_\_  
 TEL. NO. \_\_\_\_\_ MOBILE NO. \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_  
 EDUCATIONAL ATTAINMENT \_\_\_\_\_ OCCUPATION \_\_\_\_\_  
 ANNUAL INCOME \_\_\_\_\_  
 (IF EMPLOYED) NAME OF COMPANY/EMPLOYER \_\_\_\_\_  
 JOB TITLE/POSITION \_\_\_\_\_ NO. OF YEARS IN THE COMPANY \_\_\_\_\_  
 (IF SELF-EMPLOYED) NATURE OF WORK/BUSINESS WORK \_\_\_\_\_  
 WORK ADDRESS \_\_\_\_\_

**FINANCIAL STATUS**

(Use extra sheets if necessary.)

**Data on Residence and Properties**

House is							
<input type="checkbox"/> <b>Rented</b> (monthly rent Php _____ years renting _____)							
<input type="checkbox"/> <b>Owned</b> (year acquired _____ amount paid _____ present market value _____)							
<input type="checkbox"/> Owned by the applicant's family <input type="checkbox"/> Owned by relatives							
<input type="checkbox"/> <b>Mortgaged</b> (monthly amortization Php _____ years to pay _____)							
House is shared with (indicate number) _____							
_____ members of the immediate family _____ members of extended family _____ others (specify) _____							
Lot area/ Floor area		No. of bedrooms		No. of T&B		No. of helpers, drivers	
No. of TV sets		No. of laptops, computer units		No. of refrigerators		No. of aircon units	
<b>OTHER PROPERTIES: Description</b>		<b>Location</b>		<b>Year acquired</b>	<b>Amount paid</b>	<b>Present market value</b>	
<b>Vehicle Make</b>	<b>Model and Year</b>		<b>Year acquired/Acquisition cost</b>		<b>Balance of Mortgage</b>		

**Sibling/s Still in School:**

Name	Age	Grade/Year	School	Amount of Annual Tuition	% of Scholarship if any	Amount of Grant

**Sibling/s Not or No Longer in School:**

Name	Age	Civil Status	Occupation	Company	Annual Income	Contribution to Family

**Data on Travel:** Please indicate trips of the applicant to other countries in the past three years.

Destination	Date/s of Trip	Purpose of trip	How trip was financed

**Data on Income and Expenses:** Please provide **COMPLETE** and **ACCURATE** information.

Sources of Income & Investments		Monthly Expenses	
Father's annual gross income*		Food & groceries	
Mother's annual gross income*		Tuition payments	
Annual income from other sources		House rent/amortization	
<b>TOTAL ANNUAL GROSS INCOME</b>		Transportation	
<b>TOTAL ANNUAL NET INCOME</b>		Allowances	
Average monthly support from relatives/friends		Utility bills (electricity, water, phone, internet, cable, etc.)	
<b>TOTAL AVE. MONTHLY INCOME</b>		Helpers, drivers	
Investments: ▪ Bank deposits ▪ Money placements ▪ Securities, etc.		Other expenses:	
		<b>TOTAL AVE. MONTHLY EXPENSES</b>	

\*If parents are not together, please indicate the financial contribution of the parent even if he/she is not living with the family.

**Liabilities:**

Description of liability	Payee	Amount payable

**Insurance Policies:**

Nature of policy	Company	Amount	Yearly premium	Date of maturity

**PHOTOGRAPHS OF FAMILY RESIDENCE**

ATTACH CLEAR PHOTO OF HOUSE HERE (FULL VIEW OF WHOLE HOUSE).

ATTACH CLEAR PHOTO OF KITCHEN HERE.

ATTACH CLEAR PHOTO OF BEDROOMS HERE.

**DECLARATION BY THE PARENTS/GUARDIAN**

*We hereby certify that all information supplied in this application is accurate and complete, and we authorize Ateneo Junior High School to verify all information supplied herein.*

*We consent to allowing the Ateneo Junior High School Office of Admission and Aid to share and disclose data in this form to potential benefactors of our son.*

*We agree to allow the Ateneo Junior High School Office of Admission and Aid to use the data in this form for purposes related to our application for financial aid.*

*We fully understand that misrepresentation of information supplied herein will be considered sufficient reason both for the Ateneo Junior High School to deny our application for financial aid or to revoke any form of financial aid granted to us.*

Father's/Guardian's Signature \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

Mother's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

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**Action of the FINANCIALAID COMMITTEE:**

- GRANTED**  **DENIED**
- Full tuition, fees, books
- Full tuition, fees
- Full tuition
- Full fees
- \_\_\_\_\_ % tuition
- \_\_\_\_\_ % fees
- Source Fund** \_\_\_\_\_
