



# ATENEO DE MANILA UNIVERSITY

## SENIOR HIGH SCHOOL

### OFFICE OF ADMISSION AND SCHOLARSHIPS

NAME OF APPLICANT: \_\_\_\_\_  
 APPLICANT'S JUNIOR HIGH SCHOOL: \_\_\_\_\_

#### GUIDELINES FOR SCHOLARSHIP/FINANCIAL AID APPLICATION for SY 2026-2027

**Application Procedures:**

1. This form should be downloaded and filled up electronically or printed on size A4 bond paper.
2. The applicant and his/her parents/guardian should accomplish this form **carefully** and **completely**, answering all questions. No item should be left blank. (Write NA if the question is Not Applicable.)
3. The form requires the applicant to attach **photographs of the applicant's residence** (showing the full view of the whole house, kitchen and bedrooms). Proprietors of micro-businesses (e.g. sari-sari stores, carinderia, print shops, etc.) must also attach a **photo of the front or operating area of the business**.
4. Once the form has been fully completed and signed by all required signatories (student and parents/guardians), scan it and save it as a PDF file (maximum size: 10 MB). **Rename** the file as: **FA Application\_Last Name, First Name** (of Student).
5. The accomplished application form together with ALL the other requirements (listed below) should be uploaded **in the following portals within the indicated time periods only:**

Grade level in 2026-2027	Link to the upload portal	Time Period for Submission
Applicants for Grade 11 2026-27	<a href="https://go.ateneo.edu/SHSOAS-G11FAUpload-SY2627">https://go.ateneo.edu/SHSOAS-G11FAUpload-SY2627</a>	15 Oct 2025 to 31 Jan 2026

6. Only applications with complete requirements will be processed.
7. Applicants accepted on appeal are disqualified from receiving financial aid.
8. Important: Any falsification, misrepresentation, or deliberate omission of information or documents in the financial aid application may result in the forfeiture of the scholarship grant and/or the student's admission to Ateneo Senior High School. The school reserves the right to verify the authenticity of all submitted information and supporting documents at any stage of the application process. Such acts may also constitute grounds for legal action in accordance with applicable laws.

**Checklist of Requirements:** *(Save as PDF files not exceeding 2 MB in size.)*

- Letter from parents or guardian clearly outlining the family's financial situation and indicating the need for financial aid. Please answer the following guide questions in the letter:
  - What is the background (where are you from, how many people reside in your household, what do the parents do for work, are there any child/ren working, etc.) of your family? Please provide a complete overview of your family.
  - What is your family's financial status (what are your family's source/s of income, how much are you earning, who is providing financial support to the applicant, what are your expenses, do you have savings?, etc.)?
  - Why are you applying for a Financial Aid Scholarship for your child/ward?
- For applicants for Grade 11 2026-27: a clear scan of the Final Grade 8 and Grade 9 Report Card  
 For currently enrolled ASHS students who are submitting a new application for FA for Grade 12 2026-27: a copy of their Grade 11 report card for the first semester and their most updated report card for the second semester.
- Clear scan of the parents' **Annual Income Tax Return** or **Certificate of Tax Withheld** (OFWs are exempted from this requirement). In the absence of these documents, submit a notarized **Certificate of Non-Filing of Income Tax** issued by the BIR's Revenue District Office in your area. Make sure all pages of the submitted document are scanned in full.
- For employed **parents and siblings**: scanned copies of the parents' **Pay Slips** for the past two (2) months. If the employed parents and/or siblings cannot provide Pay Slips, then alternatives would be the following documents to be scanned into one PDF:
  - Latest Employment Contract
  - Bank statements for the past 2 months showing salary being credited into the employed parent/sibling bank account
  - Certificate of commission from the employer, which may also show other incentives provided to the employed parent/sibling
- For proprietors of businesses: submit a copy of the **company's Income Statement and Balance Sheet**.
- For OFW parents: a clear scan of the latest employment contract
- A clear scan of the following **Utility Bills** for the past three (3) months: Electricity, Water, Telephone, Credit Card/s (include all pages of the bill that show purchases made on credit)

## APPLICATION FOR SCHOLARSHIP/FINANCIAL AID

<b>PERSONAL INFORMATION</b>				
<b>FULL NAME:</b>	_____	_____	_____	_____
	<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>	<i>Nickname</i>
<b>HOME ADDRESS:</b>	_____		<b>DATE OF BIRTH (YYYY/MM/DD):</b>	_____
<b>EMAIL ADDRESS:</b>	_____	<b>MOBILE NO.:</b>	_____	<b>TELEPHONE NO.:</b>
<b>GENDER:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>CITIZENSHIP:</b>	_____	<b>RELIGION:</b>

<b>SCHOLASTIC INFORMATION</b>				
SCHOOLS ATTENDED <i>(beginning with the current/most recent one)</i>	Grade Levels	Annual Tuition and Fees	% of Scholarship/ Financial Aid Grant <i>(if any)</i>	How did your family settle payment for your tuition and fees?
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>AWARDS AND ACTIVITIES FROM GRADE 7 TO THE PRESENT.</b> <i>(Major awards given during your Grade 6 graduation may also be included. You may opt to put Awards and Activities on a separate sheet.)</i>				
<b>List your community or church activities.</b>	<b>List all your extra-curricular activities, including positions held.</b>		<b>List any honors or awards you have received for scholastic achievement &amp; deportment.</b>	
_____	_____		_____	
_____	_____		_____	
Were you placed on probation status last SY?:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, please provide a brief explanation of the reason for your probation.		_____

<b>PARENT INFORMATION</b>			
<b>FATHER'S NAME:</b>	_____	<b>STATUS:</b>	[ <input type="checkbox"/> ] Living [ <input type="checkbox"/> ] Deceased
<b>FATHER'S MOBILE NO.:</b>	_____	<b>FATHER'S EMAIL ADDRESS:</b>	_____
<b>FATHER'S CITIZENSHIP:</b>	_____	<b>FATHER'S EDUCATIONAL ATTAINMENT:</b>	_____
<b>FATHER'S OCCUPATION:</b>	_____	<b>NAME OF COMPANY/EMPLOYER:</b>	_____
<b>JOB TITLE/ POSITION:</b>	_____	<b>NO. OF YEARS IN THE COMPANY:</b>	_____
<b>IMMEDIATE SUPERVISOR:</b>	_____	<b>POSITION OF IMMEDIATE SUPERVISOR:</b>	_____
<b>WORK ADDRESS:</b>	_____	<b>(IF SELF- EMPLOYED) NATURE OF WORK/ BUSINESS:</b>	_____
<b>MOTHER'S NAME:</b>	_____	<b>STATUS:</b>	[ <input type="checkbox"/> ] Living [ <input type="checkbox"/> ] Deceased
<b>MOTHER'S MOBILE NO.:</b>	_____	<b>MOTHER'S EMAIL ADDRESS:</b>	_____
<b>MOTHER'S CITIZENSHIP:</b>	_____	<b>MOTHER'S EDUCATIONAL ATTAINMENT:</b>	_____
<b>MOTHER'S OCCUPATION:</b>	_____	<b>NAME OF COMPANY/EMPLOYER:</b>	_____

<b>JOB TITLE/ POSITION:</b>	_____	<b>NO. OF YEARS IN THE COMPANY:</b>	_____
<b>IMMEDIATE SUPERVISOR:</b>	_____	<b>POSITION OF IMMEDIATE SUPERVISOR:</b>	_____
<b>WORK ADDRESS:</b>	_____	<b>(IF SELF-EMPLOYED) NATURE OF WORK/ BUSINESS:</b>	_____
<b>PARENTS ARE:</b>	[ ] Together [ ] Unmarried [ ] Separated/Divorced/Union Annulled [ ] Widowed [ ] Single Parent		
<b>APPLICANT LIVES WITH:</b>	[ ] Both parents [ ] Father [ ] Mother [ ] Grandparent/s [ ] Others: _____		

**RESIDENCE, PROPERTIES, INVESTMENTS, AND TRAVEL INFORMATION**

<b>TYPE OF RESIDENCE:</b>	[ ] House [ ] Apartment Unit [ ] Condominium Unit	<b>STATUS OF RESIDENCE:</b>	[ ] Owned: year acquired: _____; amount paid: ₱ _____; present market value: ₱ _____ [ ] Rented: ₱ _____/mo.; _____ years renting [ ] Mortgaged: amortization: ₱ _____/mo.; _____ years to pay		
House is shared with: ___ members of the immediate family, ___ members of extended family and ___ others (specify): _____		<b>TYPE OF INTERNET SERVICE/WI-FI CONNECTION:</b>	_____	<b>NO. OF TV SETS:</b>	_____
<b>LOT AREA:</b>	_____	<b>NO. OF BEDROOMS:</b>	_____	<b>NO. OF HELPERS/ DRIVERS:</b>	_____
<b>FLOOR AREA:</b>	_____	<b>NO. OF TOILETS/ BATHROOMS:</b>	_____	<b>NO. OF REFRIGERATORS:</b>	_____
<b>OTHER PROPERTIES:</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:</b>	<b>ACQUISITION COST:</b>	<b>BALANCE OF MORTGAGE:</b>	
_____	_____	_____	₱ _____	₱ _____	
_____	_____	_____	₱ _____	₱ _____	
<b>DEVICES AND GADGETS (i.e. mobile phones, laptops, gaming consoles):</b>	<b>MODEL AND YEAR:</b>	<b>YEAR ACQUIRED:</b>	<b>ACQUISITION COST:</b>	<b>REMAINING BALANCE (if any)</b>	
_____	_____	_____	₱ _____	₱ _____	
_____	_____	_____	₱ _____	₱ _____	
_____	_____	_____	₱ _____	₱ _____	
<b>INVESTMENTS:</b>	<b>BANK DEPOSITS:</b>	<b>MONEY PLACEMENTS:</b>	<b>SECURITIES:</b>	<b>INSURANCE POLICIES:</b>	
1. _____ ₱ _____	1. _____ ₱ _____	1. _____ ₱ _____	1. _____ ₱ _____	1. _____ ₱ _____	
2. _____ ₱ _____	2. _____ ₱ _____	2. _____ ₱ _____	2. _____ ₱ _____	2. _____ ₱ _____	
3. _____ ₱ _____	3. _____ ₱ _____	3. _____ ₱ _____	3. _____ ₱ _____	3. _____ ₱ _____	
<b>OTHER COUNTRIES THE APPLICANT RECENTLY TRAVELLED TO (in the past three years):</b>	<b>MONTH AND YEAR OF TRIP:</b>	<b>PURPOSE OF TRIP:</b>	<b>HOW WAS THE TRIP FINANCED:</b>		
_____	_____	_____	_____		
_____	_____	_____	_____		

### LEARNING ARRANGEMENTS

If the student is accepted, how does he/she plan to go to ASHS?

<input type="checkbox"/> WILL COMMUTE  Projected monthly cost of commuting: ₱ _____	<input type="checkbox"/> WILL BE BROUGHT BY A PRIVATE VEHICLE  Projected monthly gasoline expense: ₱ _____	<input type="checkbox"/> WILL BE BROUGHT BY SCHOOL BUS  Projected monthly school bus fee: ₱ _____	<input type="checkbox"/> WILL RENT A PLACE NEAR ATENEO  Projected monthly cost of rent: ₱ _____	<input type="checkbox"/> OTHERS: _____ _____ Projected monthly cost: ₱ _____
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If the student presently resides outside or far from Metro Manila, does the student have Metro-Manila based relatives he/she can stay with? If yes, please provide details (who/where):

\_\_\_\_\_

### HOUSEHOLD DEPENDENTS INFORMATION

Please list all household members who **do not earn any income** and are **fully financially supported** by the income of the applicant's parents/guardian and/or other declared sources of support. Include the applicant's siblings who are still in school/unemployed and other relatives only if **all** of their living expenses are shouldered by the household.

FULL NAME OF DEPENDENT SIBLING:	AGE:	YEAR LEVEL:	SCHOOL:	ANNUAL TUITION AND FEES:	NAME AND AMOUNT OF SCHOLARSHIP GRANT (if any):
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
FULL NAME OF DEPENDENT HOUSEHOLD MEMBER:	AGE:	RELATIONSHIP TO APPLICANT:	REASON FOR UNEMPLOYMENT:	AMOUNT OF PENSION (if applicable):	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	

### OTHER EMPLOYED HOUSEHOLD MEMBERS INFORMATION

Please list all other family members or relatives (excluding the applicant's parents) whose income contributes to the household, whether or not they are currently living in the same home. Include parents, siblings, and other relatives who are employed locally or abroad, if their earnings are used to support the household or its members.

FULL NAME OF EMPLOYED HOUSEHOLD MEMBER:	AGE:	RELATIONSHIP TO APPLICANT:	NATURE OF RESIDENCE:	CIVIL STATUS:	OCCUPATION AND COMPANY:	ESTIMATED MONTHLY INCOME:	CONTRIBUTION TO HOUSEHOLD (in PHP):
_____	_____	_____	<input type="checkbox"/> resides with the applicant's family <input type="checkbox"/> resides elsewhere but contributes to household income	_____	_____	_____	_____
_____	_____	_____	<input type="checkbox"/> resides with the applicant's family <input type="checkbox"/> resides elsewhere but contributes to household income	_____	_____	_____	_____

### DATA ON FAMILY INCOME AND EXPENSES

Please indicate the NET MONTHLY INCOME for each income source, excluding mandatory government contributions such as SSS/GSIS, PhilHealth, and Pag-IBIG. Do not exclude deductions from loans, salary advances, or other personal payables. (Example: If gross salary is ₱40,000 and ₱4,000 is deducted for SSS, PhilHealth, and Pag-IBIG, write ₱36,000 as the NET MONTHLY INCOME. If there is also a ₱5,000 loan repayment deducted from the salary, it should still be included in and written as ₱36,000.) For Credit Card payments under Monthly Expenses, kindly itemize the expense being paid for under other expenses (i.e. medical bills via credit card: ₱5,000.00/mo).

PARENT/GUARDIAN NET MONTHLY INCOME		MONTHLY EXPENSES	
FATHER'S NET MONTHLY INCOME:	₱ _____	FOOD & GROCERIES:	₱ _____
MOTHER'S NET MONTHLY INCOME:	₱ _____	HOUSE RENT/AMORTIZATION:	₱ _____
GUARDIAN'S NET MONTHLY INCOME:	₱ _____	TUITION PAYMENTS (DIVIDE ANNUAL TUITION RATES BY 12 MO.):	₱ _____
EMPLOYED HOUSEHOLD MEMBER NET MONTHLY INCOME <i>(kindly indicate full name in blank)</i>		ELECTRICITY AND WATER: <i>(please refer to your uploaded bills and compute the average monthly amounts):</i>	₱ _____
HOUSEHOLD MEMBER: _____	₱ _____	PHONE AND INTERNET PLANS:	₱ _____
NET MONTHLY INCOME	_____		
HOUSEHOLD MEMBER: _____	₱ _____	TRANSPORTATION AND ALLOWANCES:	₱ _____
NET MONTHLY INCOME	_____		
OTHER SOURCES OF MONTHLY INCOME <i>(kindly indicate source in blank)</i>		HELPERS AND/OR DRIVERS:	₱ _____
OTHER SOURCE: _____	₱ _____	TRAVEL/TOURS/VACATION:	₱ _____
NET MONTHLY INCOME	_____		
OTHER SOURCE: _____	₱ _____	OTHER EXPENSES <i>(please itemize):</i> _____	₱ _____
NET MONTHLY INCOME	_____		
OTHER SOURCES OF FINANCIAL SUPPORT		OTHER EXPENSES <i>(please itemize):</i> _____	₱ _____
Average monthly financial support given by spouse/partner <i>(if parents are separated):</i>	₱ _____	OTHER EXPENSES <i>(please itemize):</i> _____	₱ _____
Average monthly financial support from relatives/friends:	₱ _____	OTHER EXPENSES <i>(please itemize):</i> _____	₱ _____
Average monthly pension <i>(if parent/s are retired):</i>	₱ _____	OTHER EXPENSES <i>(please itemize):</i> _____	₱ _____
TOTAL MONTHLY INCOME AND SUPPORT:	₱ _____	TOTAL MONTHLY EXPENSES:	₱ _____

**PHOTOS OF RESIDENCE**

ATTACH A CLEAR, STREET-VIEW PHOTO SHOWING THE ENTIRE HOUSE WITH THE HOUSE NUMBER VISIBLE.

ATTACH A CLEAR PHOTO OF THE KITCHEN THAT INCLUDES THE REFRIGERATOR AND STOVE/GAS RANGE. YOU MAY ATTACH MORE THAN ONE PHOTO IF THESE CANNOT BE CAPTURED IN A SINGLE SHOT.

ATTACH CLEAR PHOTO(S) OF THE BEDROOMS HERE.

For proprietors of micro-businesses (store, carinderia, print shop, etc.)  
ATTACH A CLEAR PHOTO OF THE FRONT OR OPERATING AREA OF THE BUSINESS

**DECLARATION BY THE PARENTS/GUARDIAN**

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

*We consent to the Ateneo de Manila Senior High School Office of Admission and Scholarships sharing and disclosing data from this form to potential benefactors of our child, and to using such data for purposes related to the evaluation and administration of our financial aid application.*

*We fully understand that any falsification, misrepresentation, or deliberate omission of information or documents may be sufficient grounds for the denial of our application, the revocation of any financial aid granted, and/or the forfeiture of our child's admission to Ateneo Senior High School. We acknowledge that such acts may also constitute grounds for legal action in accordance with applicable laws.*

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FATHER'S/GUARDIAN'S SIGNATURE ABOVE PRINTED NAME

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MOTHER'S/GUARDIAN'S SIGNATURE ABOVE PRINTED NAME

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APPLICANT'S SIGNATURE ABOVE PRINTED NAME

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DATE SIGNED