



To the applicant:

Those who passed the Pre-Qualifying evaluation (MTCAT and Grade 10 general average of at least 88%), may apply for the Tytana Scholarship Program. The family income will be considered in the selection of scholars. Gross annual family income (for a family of four) should not exceed P400,000. This requirement may be waived if applicant is an honor student.

Submit the following documents together with the duly accomplished Scholarship Application Form. Only complete documents will be processed. Application will be processed on a first-come, first-served basis. The applicant must PERSONALLY submit the documents. Initial interview will be conducted during submission of application.

Deadline of submission of application is on March 31, 2017.

1. Parents'/Guardian's detailed personal letter about the family's financial situation justifying the need for financial assistance.
2. Two (2) pcs. of 2x2 (on white background) most recent photograph of applicant; and photograph of applicant with family/guardian. Print name at the back of the picture.
3. *For employed parents:* Most recent copy of Income Tax Return (ITR) or Certificate of Compensation Payment/Tax; Certificate of Employment and Compensation (including bonuses, allowances and commissions). Overseas Filipino Workers must submit copy of employment contract.

For self-employed parents: Submit Business permit, detailed description of business and latest income and expenses financial statement.

For parents not filling an ITR: Please indicate in the letter the reason for non-filing. Provide certified true copy of Certificate of Non-Filing from Bureau of Internal Revenue (BIR).

If parent/guardian is retired, submit retirement and/or pension voucher.

Siblings and other relatives currently helping out with the expenses of the family including educational expenses may be required to submit the above-mentioned documents.

4. Proof of latest electricity and water billing statement. If statement is registered under a different name other than the applicant's parent/guardian, include a certification letter from property owner.
5. Copies of certificates and/or Certification of Leadership, Extra/Co-curricular involvement of the Applicant.



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FOR TYTANA'S USE ONLY:

Track/Strand applied for : _____

Result of MTCAT : CFIT ___ Total ___ E ___ M ___ S ___ GI ___

Initial Interview : _____

Pending Documents : _____

Result of FI : _____
Final Result : _____ Grant _____

Instruction: This form should be accomplished correctly and completely by the parents/guardian of the applicant. Please answer this questionnaire carefully, completely and honestly. Parents may be called for interview for clarification of the information given.

APPLICATIONS WITH INCOMPLETE INFORMATION AND WITHOUT THE REQUIRED DOCUMENTS WILL NOT BE PROCESSED.

Name	_____
	Last Given Middle
Landline	_____
Mobile Number	_____
Email Address	_____
Name of High School	_____
Address of High School	_____
Type of School	<input type="checkbox"/> Public General <input type="checkbox"/> Public Special (science, arts) <input type="checkbox"/> Laboratory of SUC <input type="checkbox"/> Private Sectarian <input type="checkbox"/> Private Non-Sectarian

Paste 2x2" photo on white background here.



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LETTER OF UNDERTAKING

Date: _____

MANILA TYTANA COLLEGES
Directorate for Student Affairs
Student Welfare and Development Department

This is to formally signify my intention to apply for a scholarship grant from Manila Tytana Colleges. I understand that I have to undergo the complete process including the submission of all documentary requirements for my application to be considered.

I agree to submit myself to the criteria established by the Tytana Student Welfare and Development Department or its partner grantors in the selection of qualified and deserving candidates and its procedures in the processing of my application. I understand that the decision of the Selection Committee is final and unappealable.

Respectfully yours,

Signature over Printed Name of Applicant

Signature over Printed Name of Parent/Guardian



I. PERSONAL DETAILS

Date of Birth: _____ Place of Birth: _____

Civil Status: _____ Religion: _____

Current Address: Home Dormitory/Boarding House Living with relatives
 Others: _____

Number and Street Address: _____
Barangay: _____
City/Municipality: _____
Province and Zip Code: _____

If the applicant is renting:

Monthly rent: PhP _____
Monthly lodging: PhP _____
Who shoulders the expenses: _____

Cost of two-way transport (cheapest rate): PhP _____

Means of transport (bus, plane, boat, etc.): _____

Permanent Address (if different from current address):

Number and Street Address: _____
Barangay: _____
City/Municipality: _____
Province and Zip Code: _____

Cost of one-way transport (cheapest rate): PhP _____
Means of transport (bus, plane, boat, etc.): _____
How many times does the applicant go home to specified permanent address? _____

Is the residence owned by the parents of the applicant? Yes No
If not owned by parents, by whom? _____



II. EDUCATIONAL ATTAINMENT

Name of Primary School : _____
Address of Primary School : _____

Year Graduated: _____ General Average: _____

Honors and Awards Received: _____
(use additional sheet if necessary) _____

Name of Secondary School : _____
Address of Secondary School : _____

Honors and Awards Received: _____
(use additional sheet if necessary) _____

Amount of fees paid in senior year: PhP _____

Did the applicant enjoy any form of scholarship or financial aid in secondary school? This includes the ESC program of the government. () Yes () No

If yes, specify grant: _____ Total amount of grant: PhP _____

Who finances the applicant's schooling? (check all applicable)

() Parents () Sibling () Self () Others: _____
Estimated amount of financial support? PhP _____

Is the applicant a working student? () Yes, full time () Yes, part time () No

Name of Company/Employer: _____

Address: _____

Monthly income: PhP _____



A. Academic Performance

This portion should be accomplished by the teacher and guidance counselor, and certified by the principal.

Name of school: _____

Class size of graduating class: _____

General average of applicant in Grade 8: _____

General average of applicant in Grade 9: _____

Grade 10:

Subject	Quarter 1	Quarter 2

Remarks on grading scale:

Signature over printed name of teacher

B. Character

This is to certify that the applicant is of good moral standing (covering the period Grade 8 up to present).

Signature over printed name of guidance counselor

Attested by Principal (signature over printed name):



III. FAMILY BACKGROUND

Status of Relationship of Parents: Living together Separated Single
 Father deceased Mother deceased
 Others, _____

	Father	Mother	Guardian (if not living with parents)
Full Name			
Birth Date			
Current Address			
Permanent Address (if different from current address)			
Contact Number			
Email Address			
Highest Educational Attainment			
School			
Living Abroad? Yes or No			
If employed			
Employer			
Address			
Position			
Previous Year's Gross Income			
If self-employed			
Nature of work			
Number of years in business			
Annual Gross Income			
If unemployed			
Last company joined			
When			
Reason for being unemployed			

If not living with parents:



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What is the relationship to guardian? _____

Does the guardian contribute to the family expenses? () Yes () No

How much is the monthly contribution? PhP _____

Total Number of Siblings: ____

Number of Working Sibling/s: ____ Number of Studying Sibling/s: ____

Use additional sheet if necessary.

	Sibling 1	Sibling 2	Sibling 3
Name			
Year of Birth			
Civil Status			
If with children, indicate how many			
Permanent Home Address			
Currently living with family? (Yes/No) <i>If No, indicate if he/she is living abroad or not</i>			
Contact Number			
Highest Educational Attainment			
School			
Received Scholarship? (Yes/No)			
School fees per year (if student)			
Occupation/Year or Gr. Level			
Employer			
Business Address			
Business Tel. No.			
Average Monthly Income			

Does any of the applicant's siblings contribute to the family's expenses? () Yes () No

Who contributes? _____

If yes, is the contribution regular? () Yes () No

What is the frequency of the contribution? () Once a month () Twice a month () Others: _____

How much is the average contribution? PhP _____



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Does the applicant have any relatives (whether in the Philippines or abroad) who contribute to the family's expenses? () Yes () No

If yes, how much is the average monthly contribution? PhP_____

If assistance is not in cash, what kind of help do they give? _____

Does the applicant have any house companions other than parents and siblings? () Yes () No

Use additional sheet if necessary.

Name			
Relationship to Student			
Age			
Civil Status			
Mobile Number			
Occupation/ Year or Level (if student)			
Employer/ School			
Business Address			
Average Monthly Income			
Sharing with house expenses? Yes/No			



IV. ECONOMIC BACKGROUND

FAMILY INCOME (Annual Gross)

Combined Annual Pay (father, mother)	PhP
Combined Annual Pay (brother, sister)	
Income from Business	
Income from Land Rentals	
Income from Res/Bldg Rentals/Lease	
Retirement Benefits/Pension	
Commissions	
Financial Support from Relatives	
Bank Deposits	
Others (Specify)	
Total Annual Income	PhP

FAMILY EXPENSES (Monthly)

House Rental	PhP
Food and Grocery	
Loan /Amortization (specify)	
Transportation/Gasoline	
Education Plan Premiums	
Insurance Policy Premiums	
SSS/GSIS/PAG-IBIG Loans	
School/Office Uniform/Clothing	
School Allowance	
Utilities (Electricity, Water, Cable, Phone, Internet)	
Medicines	
Recreation	
Others (specify)	
Total	PhP
Sub-total x 12 months	PhP



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FAMILY EXPENSES (Annual)	
School Tuition and Fees	PhP
Withholding Tax	
SSS/GSIS/PAG-IBIG Contribution	
Insurance, Plans (per Year)	
Others (specify)	
Sub-total	PhP
Total Annual Expenses (Monthly + Annual)	PhP

If annual expenses is higher than annual income, please explain how you cover for the deficit.

What are the sources of income of the household? Please check all applicable items.

- Salaries or wages Commissions Remittances from abroad
 Practice of profession Business Real estate rentals
 Retirement pension Others: _____

Does any member of the family household have credit cards? () Yes () No

References (Immediate and extended family are not allowed to be used as reference. Preferred persons are high school teacher, guidance counselor/principal, or family friend.)

Name	Relation to Applicant	Company	Contact Number
1.			
2.			



V. VICINITY MAP

Draw a map that shows how to get from your residence to Tytana. State landmarks and names of major streets and use an "X" to indicate your house in the map.

We hereby certify that all the information and documents submitted are accurate and complete. We understand that any misinformation and/or withholding of information will automatically disqualify the undersigned applicant from receiving any financial assistance, or subsidy, and may serve as a basis for the cancellation of the scholarship grant that may be awarded by the College. **Furthermore, if such misinformation and/ or withholding of information on our part is discovered after the Tytana Scholarship Grant has been awarded, it is to our knowledge that we will be required to reimburse full amount received thru the scholarship grant without prejudice to the filing of charges against us.**

Signature over Printed Name of Applicant

Signature over Printed Name of Parent

Date

Date