



**Don Mariano Marcos Memorial State University
La Union, Philippines**

FREE TUITION FEE APPLICATION FORM

_____ Semester, SY: _____

Directions: Fill-up by putting a check mark (✓) on the appropriate box or by writing the needed information. Please write legibly.

I. PERSONAL INFORMATION

Name _____ Sex: Male Female
 Contact Number _____ Civil Status: Single Married
 E-mail address _____ Home Address: _____
 Religious Affiliation _____ Tribal Affiliation _____ Citizenship _____

II. FAMILY INFORMATION

Name of Father: _____
 Name of Mother: _____

Does your family belong to any of the following?

4Ps Beneficiaries

Listahan 2.0

Not Applicable

Who is supporting your studies?

Parents

Self-supporting

Spouse (if married)

Others, please specify, _____

If supported by the parents, Number of Siblings Below 18 years old: _____
 If married and supported by the spouse, number of children Below 18 years old: _____

Monthly Family Income

	Occupation	Estimated Monthly Income
If supported by parents	Father	
	Mother	
	Total Monthly Family Income	
If supported by spouse		
If self-supporting		

III. STUDENT INFORMATION

Course: _____

Type of Student: New Year Level _____
 Continuing
 Old Student Returning

If New, when was the last school year attended: _____
 and in which institution (name and address of school): _____

Are you a recipient of any scholarship? Yes No
 If yes, write the name of the scholarship program and total amount of stipend per semester:

Do you have any pending scholarship application? Yes No
 If yes, Write the name of the Scholarship Program _____

I hereby certify as to the correctness of the information provided:

Signature of Applicant

Reminders: To be accomplished and submitted with the Pre-registration Form and other requirements.

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(Do not write on this part, for SAS Personnel)

CONFIRMATION SLIP

Date: _____

This confirms that _____ is granted FREE Tuition Fee for the ___ sem of SY _____.
 (Name of Student)

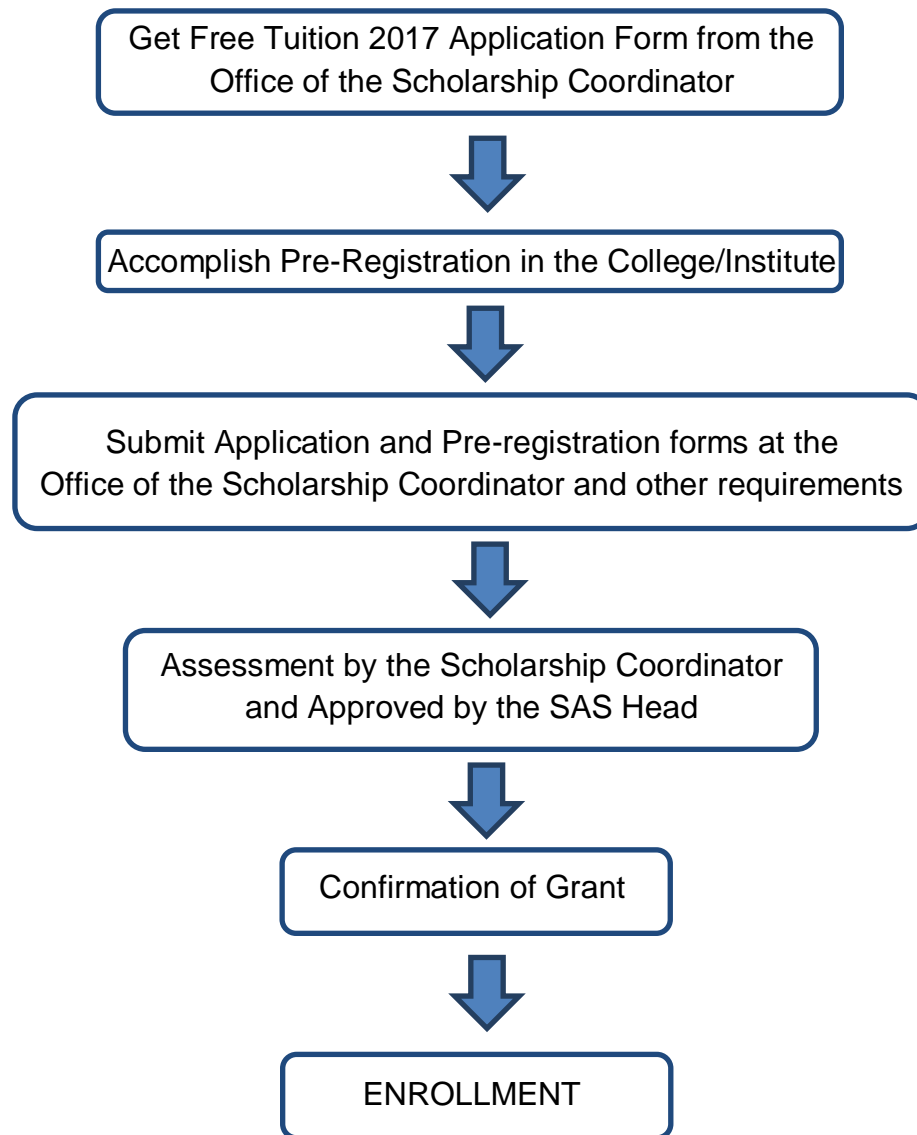
Assessed by:

Approved by:

 Printed Name and Signature of Scholarship Coordinator

 Printed Name and Signature of SAS Head

PROCESS FLOW CHART FOR THE APPLICATION FOR FREE TUITION 2017



Other Requirements to be attached in this form:

1. Duly Accomplished Pre-Registration Form
2. Certified True Copy of Grades for the Second Semester SY 2016-2017 from the Campus Registrar.
3. For Income Qualification:
 - a. If 4P's Beneficiary-Certified True Copy of 4P's Panunumpa /ID
 - b. If indigent but not 4P's Beneficiary – BIR Certificate of Exemption from Filing of ITR
 - c. If Income earners – Latest Income Tax Return (BIR Form 2316)

REMINDER:

The **pre-registration** is scheduled on **July 3-14, 2017 only**. Also, please attach your **one 2x2 ID picture** with white background and nametag on the application form.

PROCESSING OF APPLICATION FOR CERTIFICATION OF LOW INCOME/NO
INCOME/EXCEMPT OF FILING INCOME TAX RETURNS

Who May Avail: All Taxpayers who are applying for scholarships/VISA/OFW/
Exempt from filing ITR

Where to Avail: Revenue District Office (RDO) where the taxpayer is registered

Documentary Requirements:

- Affidavit of Low/No Income/As OFW (for both parents) – **NOTARY PUBLIC/PAO**
- Certificate of No Landholdings/No Property/Total Landholdings (for both parents)-
MUNICIPAL/PROVINCIAL ASSESSOR
- Certification of Indigency with dry seal (for both parents) – **BARANGAY CAPTAIN**
- **Certification from POEA** that he/she is an Overseas Contract Worker

BIR FEES:

P100 – Certification Fee

P45 – Documentary Stamp Tax