

STUDENT GUIDE

Educational Assistance Program

Subject: EDUCATIONAL ASSISTANCE PROGRAM GUIDELINES

1. OBJECTIVES

To define the responsibility of EAP scholars, scholarship maintenance requirements and other operational procedures that shall ensure smooth operations of the scholarship program

2. MAINTENANCE REQUIREMENTS

A scholarship recipient:

- 2.1 Shall submit the list of subjects enrolled at the start of every semester (for college) or school year (for elementary and high school).
- 2.2 Shall maintain a general weighted average of at least 2.0 or 85% with no final grade lower than 2.5 or 80% in any subject.
- 2.3 Shall not drop any subject, change subject/ schedule, shift courses, or stop from schooling, without the prior approval of the program committee.
- 2.4 (College) Must continue in the course specified in his/her application. Any plan to change course must be discussed and approved by the program committee.
- 2.5 Must regularly submit requested reports to Homer Foundation to keep track of his/her scholastic progress.

3. CAUSES OF SUSPENSION / TERMINATION

- 3.1 Semestral (for college) or year-end (for elementary and high school) general weighted average below 2.0 or 85%. Any incomplete, conditional, failing grade, or grade lower than 2.5 or 80% in any subject is equivalent to one semester (college) or one year (elementary and high school) suspension. A student *may only be suspended three (3) times*, after which he/she shall be terminated from the program. Suspension shall be lifted upon meeting the required grades to maintain the scholarship.
- 3.2 Voluntary termination on the part of the recipient
- 3.3 Repeated written admonitions by School Administration as a result of his /her behavioral problem (i.e. alcoholism, violation of school regulations) – **TERMINATION**
- 3.4 Chronic health problem affecting his/her scholastic performance – **TERMINATION**
- 3.5 Involvement in any illegal or criminal act (i.e. drugs, stealing) – **TERMINATION**
- 3.6 Proven misuse of stipend (SUSPENSION -one semester for college, one year for elementary and high school)
- 3.7 Termination/ resignation of seaman from the company – **TERMINATION**

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4. PROCEDURE TO AVAIL OF SUBSIDY

- 4.1 A photocopy of the student's registration form and grade reports, together with the Scholarship Renewal Form must be submitted to HFI office or via email homerfoundation@magsaysay.com.ph within the prescribed period to avail of scholarship subsidy. Original book receipts must be submitted to or sent thru courier / postal mail to: HOMER FOUNDATION, 7F Magsaysay Building, 520 T.M. Kalaw, Ermita, Manila.
- 4.2 Processing of the subsidy will take two weeks upon validation of the submitted requirements. To ensure faster remittance of the stipend and book allowance, each scholar should provide HFI of his/her account with any of the following banks: Banco De Oro, Bank of the Philippine Islands (NOT BPI Family Bank), and Metrobank. He/she should submit or e-mail Homer of the following information: (1) Account holder's complete name, (2) Bank and branch name, and (3) account number, together with a copy of a validated deposit slip for his/her bank account.
- 4.3 Grade reports should be submitted regularly, even if it doesn't meet the required maintenance requirements of the scholarship. If not received, Homer Foundation considers the scholar suspended from the program for the incoming semester/ school year. Repeated incidence of non-submission is a basis for termination.

5. OTHER REQUIREMENTS

- 5.1 Each scholar should forward his / her e-mail (gmail) account to homerfoundation@magsaysay.com.ph
- 5.2 Scholars who are enrolled in schools with a different way of computing grades (i.e. Ateneo, De La Salle University, Siliman University) must submit a certified copy of their school's grading system to HFI.
- 5.3 A *Scholar's Semestral / Annual Report* highlighting his / her achievements and experiences in a particular semester or year should be submitted to HFI along with the other requirements for renewal of scholarship. This should also include photos of the student and must be sent to homerfoundation@magsaysay.com.ph. Other reports may be requested from the scholar during his / her scholarship term and must be submitted on time.

I'm affixing my signature below signifying my understanding and compliance of the EAP guidelines.

SIGNATURE OVER PRINTED NAME

DATE