



# Xavier School Educational & Trust Fund, Inc. (XSETF)

## GRANT-IN-AID APPLICATION FORM

### Requirement Checklist

For School Year 20\_\_\_\_ - 20\_\_\_\_

Student's Name: \_\_\_\_\_  
LEGAL NAME LAST NAME FIRST NAME MIDDLE NAME

Current Grade & Section: \_\_\_\_\_ Student No.: \_\_\_\_\_

#### To: The Grant-In-Aid Committee

We are submitting the following requirements for our application to the Grant-In-Aid Program as applicable:

**Please submit and arrange according to the checklist and in clear photocopy form.**

**LATE & INCOMPLETE REQUIREMENTS WILL NOT BE ACCEPTED.**

- Letter of Intent stating the reason for the requested grant
- Duly accomplished Application Form with the following attachments:
  - a) Recent 1.5 x 1.5 Photo of Student (taken within the last 3 months)
  - b) Recent 3R Family Picture (taken within the last 3 months)
- Report Cards
  - a) Photocopy of report card for previous school year and
  - b) Photocopy of report card current school year -1<sup>st</sup> Quarter (no failing marks)
- Location Map of Residence with:
  - a) Recent 3R picture of the permanent residence (full view of the whole house)
  - b) Recent 3R picture of kitchen (main and dirty kitchen with the refrigerator in photo)
- Certificate of Employment and Compensation from present employer of Parent/s and working sibling/s
- Business Registration / Permit / License / Accreditation Certificate (from DTI, SEC, LTFRB, City Hall)
- Payslip of Parent/s and working sibling/s (latest, 2 months)
- Last available Payslips and Income Tax Return for those who lost their job
- A copy of parent/s (father and mother) latest Income Tax Return; or BIR Certification of Exemption from Filing ITR ; or Annual Income Tax Return for those who have their own business
- Certification of Tuition Fee payment of children studying (previous school year and current school year)
- Electric bills / Cable bills (March, April and May; include all pages)
- Water bills (March, April and May; include all pages)
- Telephone / Cellphone / Internet bills (latest, 2 months, include all pages)
- All Credit Card bills (March, April and May; include all pages)
- All Bank Certificates for all investments (time deposits, stocks, bonds, etc.)
- All Passbook (savings / current, online account, dollar and peso account, personal and business)
- Passport (student and parents; photocopy only pages with immigration stamp, please bring original passport for verification)
- Mortgage documents and Official Receipts (latest, 2 months)
- Loan Payment Receipt
- For OFW, Seafarers: Latest Employment Contract
- For AFP: Latest Statement of Assets, Liabilities and Net worth (SALN)
- Others: \_\_\_\_\_

We hereby certify that all documents above are authentic and correct. We are aware that the information furnished in this application may be checked against original documents and that **withholding or giving false information can be a reason for disapproval of our application** for our child. If granted, we agree to abide by the policies, rules, and regulations of the Grant-In-Aid Program.

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian's Signature

\_\_\_\_\_  
Date

----- **Please Do Not Write Below This Line** -----

Required documents have been checked and found to be complete.

\_\_\_\_\_  
Grant-in-Aid Officer

\_\_\_\_\_  
Date Received / Date Checked