

University of the East Ramon Magsaysay Memorial Medical Center

Alumni Foundation, USA, Inc.
(AFUSA)
Scholarship and Financial Aid Committee
(SFAC)

01. **POLICY STATEMENTS**

01.01 These policy guidelines establish principles, policies and responsibilities for coordination of AFUSA's scholarship activities at the University of the East Ramon Magsaysay Memorial Medical Center, College of Medicine.

01.02 The policy guidelines are designed to insure that all students who are eligible and who apply for scholarship and financial aid assistance are treated fairly.

02. **THE SCHOLARSHIP AND FINANCIAL AID COMMITTEE**

02.01 The Scholarship and Financial Aid Committee (SFAC) is responsible for the development of general policy regarding the award of all AFUSA scholarships and financial aid. The Committee neither gives awards nor is it normally involved in specific decisions regarding awarding of scholarships and financial aid. However, it may assist with the review of applications for some major scholarships.

02.02 The Scholarship and Financial Aid Committee has 5 primary charges:

- a) To recommend overall policy for the entire AFUSA scholarship and financial aid programs;
- b) To address and act on significant operational and procedural issues that impact the overall program;
- c) To recommend strategies to appropriate administrative offices on ways to promote the AFUSA scholarship program;
- d) To recommend policies and procedures that will insure every effort is made to use all the scholarship and financial aid money available in any given year; and
- e) To submit annual budget proposal for AFUSA's scholarship and financial aid programs.

03. **THE COMMITTEE ON SCHOLARSHIPS AND ACADEMIC HONORS**

03.01 The Committee on Scholarships and Academic Honors (CSAH) at the University of the East Ramon Magsaysay Memorial Medical Center,

College of Medicine is responsible for coordination of AFUSA's scholarship and financial aid activities.

03.02 The 3 primary functions of the Committee on Scholarship and Academic Honors are:

- a) To work with AFUSA award groups and recipients to prevent over-awards as determined by AFUSA;
- b) To coordinate administrative activities to insure that documentation and information flow in a systematic and timely fashion; and
- c) To function as the Selection Committee for all recipients of AFUSA scholarships, financial aid, and awards.

04. **THE SPECIAL LIAISON OFFICER(S)**

04.01 Act(s) as coordinator and link between UERMMMC College of Medicine, Scholarship and Financial Aid Committee and UERMMMC Alumni Foundation, USA, Inc.

04.02 Along with the Dean of the College of Medicine and his/her appointed Scholarship Coordinator assist(s) in the selection of scholarship and financial aid recipients.

04.03 Submit(s) list of scholarships and awards recipients, approved by the Dean of the College of Medicine, to the SFAC and Chairman of the Board of the Foundation at the beginning of each and every academic school year.

04.04 Assist in collecting "Acknowledgment of Receipt of Funding" completed by each scholar and to be submitted to the Foundation's Chairman of the Board or Foundation Treasurer.

05 **GENERAL SCHOLARSHIP POLICIES**

05.01 Criteria for the selection of scholarship recipients within each group will be provided in writing to the Committee on Scholarships and Academic Honors.

05.02 In any given academic year, no student may exceed one AFUSA scholarship.

05.03 AFUSA scholarship holders must inform the CSAH of any non-AFUSA scholarship awards from agencies and groups inside and outside the College of Medicine.

- 05.04 All AFUSA scholarships will be awarded on a competitive basis and as early in the preceding school year as consistent with adequate safeguards to insure fairness.
- 05.05 Scholarship applications will normally arrive in the office of the Committee on Scholarship and Academic Honors, which will assess and select recipients for all AFUSA scholarships and awards.
- 05.06 Alumni and officers of AFUSA who receive inquiries directly, rather than through the Committee on Scholarships and Academic Honors, shall notify the Chairperson if an applicant appears to be a highly promising candidate who should be considered for scholarships.
- 05.07 The SFAC will submit timely annual budget proposal to the AFUSA Board of Trustees, which will recommend the amount and number of scholarship awards to the Dean of the College of Medicine.
- 05.08 All scholarship funds will be disbursed via the Dean of the College of Medicine who will notify the Committee on Scholarship and Academic Honors of all funded scholarship recipients.

06. THE STUDENT FINANCIAL AID PROGRAM

06.01 RATIONALE OF THE PROGRAM

This program seeks to assist fourth or third year medical students at UERMMMC continue with their studies when they have a sudden and unforeseen loss of financial support that could imminently force them to quit school.

06.02 OVERVIEW OF THE PROGRAM

It provides tuition for the qualified student for each semester that he is unable to pay until he graduates.

06.03 QUALIFICATIONS OF RECIPIENTS

1. Applicant must be enrolled either as a fourth or third year medical student in good standing at UERMMMC who suddenly loses financial support due to death, loss of job, serious illness or disaster befalling his or her guarantor.
2. Applicant must be vetted and recommended by the UERMMMC College of Medicine Committee on Scholarship and Dean (SFAC Policy Sections 03, 04 and 05).
3. Applicant must submit to a Facetime interview with a designee of the SFAC.

06.04 IMPLEMENTATION

1. For the first 3 years, only one recipient from the fourth year class will be considered. Thereafter, one from either the third or fourth year class per year.
2. As this is an emergency funding, Section 04.03 of the SFAC Policy will be waived.
3. Recipient must sign the Acknowledgement of Receipt of Funding on the same day it is received by the Dean's Office.
4. Recipient must provide a written feedback directly to the SFAC for each semester of funding either by mail or email.
5. Funding will come from the net proceeds of the AFUSA Film Project in July, 2015 to be officially designated as **Student Financial Aid Fund** and future contributions to the said fund. The amount of funding will be the balance after any applicable discount or grant-in-aid provided by the medical school and valid only for the semester applied for. The recipient may apply for funding for each semester that he or she qualifies until graduation.
6. Disbursement of funds for this program will be authorized by annual AFUSA Budget duly approved by the Board of Trustees and will follow Section 04.08 of the SFAC Policy for now until an alternative will have been approved by the board.
7. An annual report about this program fund will be rendered as a section of the Scholarship and Financial Aid Committee Report.