

PART III - TO BE FILLED OUT BY SCHOOL'S AUTHORIZED REPRESENTATIVE

A. SCHOOL DATA

SCHOOL NAME				
SCHOOL ADDRESS (RM./FLR./UNIT NO. & BLDG. NAME)		(HOUSE/LOT & BLK. NO.)		(STREET NAME)
(SUBDIVISION)	(BARANGAY/DISTRICT/LOCALITY)	(CITY/MUNICIPALITY)	(PROVINCE)	ZIP CODE
TELEPHONE NUMBER (AREA CODE + TEL. NO.)	MOBILE/CELLPHONE NUMBER	E-MAIL ADDRESS		

B. SCHOOL'S CERTIFICATION

This is to certify that _____ is enrolled/has applied for enrollment for the school year _____ at _____ with school's bank account name _____. The enrollee's enrollment details are as follows:

Course _____	<input type="checkbox"/> Degree	<input type="checkbox"/> Vocational/Technical
Current Year	<input type="checkbox"/> 1st year	<input type="checkbox"/> 2nd year
Program Type	<input type="checkbox"/> 3rd year	<input type="checkbox"/> 4th year
Current Term	<input type="checkbox"/> 5th year	<input type="checkbox"/> Semester
Course duration	<input type="checkbox"/> Trimester	<input type="checkbox"/> Quarter Term
	<input type="checkbox"/> 1st	<input type="checkbox"/> 2nd
	<input type="checkbox"/> 3rd	<input type="checkbox"/> 4th
	<input type="checkbox"/> 2 years	<input type="checkbox"/> 4 years
	<input type="checkbox"/> 5 years	

PRINTED NAME

SIGNATURE

POSITION TITLE

DATE

INSTRUCTIONS

1. Fill out this form in one (1) copy.
2. Always indicate "N/A" or Not Applicable, if the required data is not applicable.
3. Always affix initials on all erasures/alteration/s on the form.
4. Present original copy of valid identification cards/documents upon filing of EALP Application and upon claiming of EALP check. Refer to "List of Filer's Valid Identification (ID) Cards/Documents" below.
5. Submit this form to the nearest SSS branch office. Present original copy and submit photocopy of the following documentary requirement/s:
 - a. Assessment/billing statement issued by the school of member-borrower/beneficiary.
 - b. For initial EALP Application or replacement of sponsor, in addition to the above:
 - Proof of relationship to beneficiary
 - Child - NSO or LCR copy of the birth or baptismal certificate
 - Sibling - NSO or LCR copy of the birth or baptismal certificate of both the sibling and member-borrower
 - Legal Spouse - NSO or LCR copy of the marriage certificate of member-borrower
 - Proof of monthly salary/income (any of the following)
 - Latest pay slip, employment contract or employer's certification of basic salary
 - Latest Income Tax Return or Certificate of Compensation Payment/Tax Withheld (BIR Form 2316) duly received by the BIR
 - Duly notarized Affidavit of Source and Amount of Monthly Income or Affidavit of No Income
6. Once loan is approved, pick-up check at the Administrative Section of the servicing Branch upon its availability. If to be picked-up by a representative, present authorization letter with the valid ID cards/documents of both the member-borrower and representative.

LIST OF FILER'S VALID IDENTIFICATION (ID) CARDS/DOCUMENTS

- | | |
|--|---|
| <p>A. Primary ID Cards/Documents</p> <ol style="list-style-type: none"> 1. Social Security (SS) card 2. Unified Multi-Purpose ID (UMID) card 3. Driver's License 4. Passport 5. Professional Regulation Commission (PRC) card 6. Seaman's Book (Seafarer's Identification & Record Book) | <ol style="list-style-type: none"> 12. Marriage Contract/Marriage Certificate 13. Overseas Worker Welfare Administration (OWWA) card 14. Philippine Health Insurance Corporation (PHIC) ID card 15. Police Clearance or NBI Clearance 16. Postal ID card 17. School ID card 18. Seafarer's Registration Certificate issued by Philippine Overseas Employment Administration (POEA) 19. Senior Citizen card 20. Student Permit issued by Land Transportation Office (LTO) 21. Taxpayer Identification Number (TIN) card 22. Voter's Identification Card/Affidavit/Certificate of Registration |
| <p>B. Secondary ID Cards/Documents</p> <ol style="list-style-type: none"> 1. Alien Certificate of Registration 2. Certificate of Licensure/Qualification Documents from Maritime Industry Authority 3. Certificate from any of the following whichever is applicable: <ul style="list-style-type: none"> > National Commission on Indigenous Filipinos > National Commission on Muslim Filipinos 4. Company ID card 5. Firearm License card issued by Philippine National Police (PNP) 6. Fishworker's License issued by Bureau of Fisheries and Aquatic Resources (BFAR) 7. Government Service Insurance System (GSIS) Member's Record/Certificate of Membership 8. Health or Medical card 9. Home Development Mutual Fund (Pag-IBIG) Member's Data Record 10. ID card issued by Local Government Units (LGUs) (e.g., Barangay/Municipality/City) 11. ID card issued by professional association recognized by PRC | <ol style="list-style-type: none"> 1. Filed by Member-Borrower
Present the original copy of any one (1) of the primary ID cards/document in Item A or two (2) secondary ID cards/documents in Item B at least one (1) with photo and both with signature. 2. Filed by Authorized Representative of Member-Borrower
Present the following: <ol style="list-style-type: none"> 2.1 Original copy of any one (1) of the Authorized Representative's primary ID cards/document in Item A or original copies of two (2) secondary ID cards/documents in Item B at least one (1) with photo and both with signature. 2.2 Original copy of any one (1) of the Member-Borrower's primary ID cards/document in Item A or original copies of two (2) secondary ID cards/documents in Item B at least one (1) with photo and both with signature. |

R.A. 3765, OTHERWISE KNOWN AS "TRUTH IN LENDING ACT"

A DISCLOSURE STATEMENT ON LOAN TRANSACTION SHALL BE ISSUED BY SSS TO THE MEMBER-BORROWER UPON APPROVAL OF HIS/HER LOAN.

WARNING

ANY PERSON WHO MAKES ANY FALSE STATEMENT IN THIS APPLICATION OR SUBMITS ANY FALSIFIED DOCUMENT IN CONNECTION WITH THE APPLICATION FOR LOAN WITH THE SSS SHALL BE LIABLE CRIMINALLY UNDER SECTION 28 OF R.A. 8282 OR UNDER PERTINENT PROVISION OF THE REVISED PENAL CODE OF THE PHILIPPINES.

REMINDER

Verification of status may be made thru the SSS Website at www.sss.gov.ph or contact our Call Center at 920-6446 up to 55 or 917-7777.

TERMS AND CONDITIONS FOR EDUCATIONAL ASSISTANCE LOAN PROGRAM (EALP)

I. ELIGIBLE BORROWERS

A. Initial Applicants (Under queue system. Loan release shall be subject to funds availability)

1. Member-borrowers who are below sixty (60) years old.
2. Member-borrowers whose actual monthly basic salary or income is Php 25,000.00 or below.
3. Member-borrowers with at least thirty-six (36) posted monthly contributions, six (6) of which are posted within the last twelve (12) months prior to the month of filing the EALP Application.
4. Member-borrowers who are up-to-date in the payment of salary/housing and other member loan amortization, including EALP. Those with overdue accounts are not entitled to the EALP.

B. Existing EALP member-borrowers (Subsequent Applications)

1. Member-borrowers with six (6) posted monthly contributions within the last twelve (12) months prior to the month of filing the EALP Application.
2. Member-borrowers who are up-to-date in the payment of salary/housing and other member loan amortization, including EALP. Those with overdue accounts are not eligible to the subsequent EALP.

II. COVERED BENEFICIARIES

Member-borrower, legal spouse of member-borrower, child of member-borrower (legitimate, illegitimate or legally adopted) and sibling of member-borrower, if civil status is single (including half-brother/sister).

Full scholars with zero tuition/miscellaneous fees/assessment balance shall be exempt under the EALP.

No substitution of beneficiary is allowed. Each eligible member-borrower shall be allowed to avail for one beneficiary. Upon full payment of the EAL and subject to availability of the EALP fund, he/she may again avail for another/new covered beneficiary.

III. ELIGIBLE COURSES AND SCHOOLS

Undergraduate courses offered by universities and colleges recognized by the Commission on Higher Education, Technical Education and Skills Development Authority, Civil Aviation Authority of the Philippines or institutions duly recognized by the Government of the Philippines.

IV. AMOUNT OF LOAN

The aggregate allocation shall be computed starting on the beneficiary's current year and term at the time of the initial EALP Application, but not to exceed the maximum limit as provided below.

A. Degree Course

- Maximum of P 20,000 per program term or net tuition/miscellaneous fees/assessment balance on cash basis, whichever is lower.
- For a 4-year degree program or its equivalent, the maximum number of availments shall be 8 semesters/12 trimesters/16 quarters or a maximum of P 160,000 full allocation.
- For a 5-year degree program or its equivalent, the maximum number of availments shall be 10 semesters/15 trimesters/20 quarters or a maximum of P 200,000 full allocation.

B. Vocational/Technical Course (2 year course)

- Maximum of P 10,000 per semester/trimester or net tuition/miscellaneous fees/assessment balance on cash basis, whichever is lower.
- For a semester program, the maximum number of availments shall be 4 semesters or a maximum of P 40,000 full allocation.
- For a trimester program, the maximum number of availments shall be 6 trimesters or a maximum of P 60,000 full allocation.

The loan amount shall be funded on 50:50 basis by the National Government (NG) and SSS. Once the EAL is due for repayment, all semester/trimester/quarter releases shall be consolidated including the accrued interests from the actual date of release up to the date of consolidation.

The consolidated loan plus maintenance charge shall be the principal loan to be amortized over the repayment term.

V. INTEREST RATE AND OTHER CHARGES

1. NG portion – zero interest
2. SSS portion - 6% interest per annum based on diminishing principal balance until fully paid.
3. Consolidated loan (composed of all releases plus accrued interests) - SSS portion shall bear 6% interest per annum based on the diminishing principal balance until fully paid.
4. Maintenance charge - 2% of the consolidated loan balance (SSS & NG), which shall also be amortized. Maintenance charge shall also apply to the existing EALP member-borrowers with approved subsequent EALP Application under the herein revised guidelines.
5. Penalty - 1% per month for any unpaid amortization.
6. A P 300 service fee shall be charged for any request for replacement of EAL check. Member-borrower shall use SS Form R-6 (Miscellaneous Payment Form) for this purpose.

VI. MANNER OF RELEASES

1. The check shall be payable to the school and shall be for personal pick-up by the member-borrower or his/her authorized representative at the SSS Branch Office where the EALP Application was filed/processed.
2. Subsequent releases shall be made upon submission of another EALP Application every program term until course completion or until allocation is exhausted, whichever comes first.

VII. REPAYMENT TERMS

1. Repayment shall start on the month following the consolidation of the EAL, which is after 18 months for semestral programs, 15 months for trimestral or 14 months and 15 days for quarter programs from the month of last release.
2. The repayment term is up to five years for Degree Course and three years for Vocational/Technical course.
3. The repayment term shall be determined upon consolidation of the account in accordance with the following whichever is shorter:
 - a) Preferred term of member-borrower as per Initial EALP Application.
 - b) Scheduled term based on the principal loan, as follows:

<u>Principal Loan</u>	<u>Term</u>
P 20,000 or below	1 year
P 20,001 to P 40,000	2 years
P 40,001 to P 60,000	3 years
P 60,001 to P 80,000	4 years
More than P 80,000	5 years

- c) Adjusted term, where member-borrower must not be 65 years old and above at the end of the installment term or if not applicable, the maximum repayment term shall be 1 year.

4. Any unpaid EAL balance shall be deducted from the future benefit of the member.

This provision shall also apply to the existing EALP member-borrowers with approved subsequent EALP Application under the herein revised guidelines.

VIII. BILLING & PAYMENT

1. Billing statement shall be issued on the month following the consolidation of the EAL to be sent through mail or electronic means.
2. Deadline of payment shall be in accordance with SSS Circular No. 2011-003.
3. Member-borrower shall use SS Form ML-1 (Member Loan Payment Return) upon payment with his/her name, SS number and the Payment Type as "Educational" indicated on the form.
4. Payment may be through SSS Branch with tellering facility or SSS accredited banks. A separate advisory shall be issued once payment thru SSS accredited non-bank remittance agents shall be allowed.
5. Payment may also be through salary deduction by employer. On the Loans Collection List (LCL or ML-2), employer shall use "E" for the Loan Type and the initial EAL date or the consolidation date, whichever is applicable, for the Loan Date. This shall be the loan information until such time when the Loan Account Number (LAN) has been assigned by SSS to all outstanding EAL accounts.
6. The beneficiary who is of legal age shall likewise be billed through his employer, if the EAL account becomes past due for six (6) months.

IX. OTHERS

1. The beneficiary of legal age (18 years and above) shall sign on the EALP Application to bind him as co-borrower to the EALP. Henceforth, he/she shall be held jointly and severally liable to pay all outstanding EALP obligation.
2. The school's certification in the EALP Application shall have a validity of one calendar month from issuance date, except for EALP check replacement transactions, where the corresponding EALP Application may be used for the reprocessing of the loan.
3. Replacement of sponsor shall be allowed if the original sponsor has been granted final SSS benefits and the EAL has been fully paid.
4. Notify SSS of any updates or changes on the contact information by accomplishing the SS Form E-4 (Member Data Change Request).