



Office of Admissions
and Scholarships

GUIDE FOR PROCESSING OF SCHOLARSHIP

INCOMING FIRST YEAR SCHOLARS - TERM 1, AY 2024-25

Please refer to procedures and guidelines in processing your scholarship for Term 1, AY 2024-25:

1. During your scheduled Confirmation of Enrollment (between July 2 to 15, 2024), **ONLY** scholars with **NO ACKNOWLEDGEMENT RECEIPT** will proceed to Step 1 (Payment of Reservation Fee). Full Scholars will go directly to STEP 2 (Submission of Documents/Requirements)
2. Incoming first year scholars who are awarded scholarships (ex. St. La Salle Financial Assistance Grant, Star, Archer Achiever, etc.) will process their grant for Term 1 AY 2024-25 in-person at the DLSU Manila Campus from **August 29 to 30, 2024 (Thursday - Friday)**.
3. A separate email will be sent by the Office of Admissions and Scholarships (OAS) through scholarships@dlsu.edu.ph for the Step-by-Step Procedures, the venue, schedules and requirements for processing the grant for Term 1 AY 2024-25.
4. A copy of the **Enrollment Assessment Form (EAF)** is required to process the scholar's **Certificate of Support (COS)**.
 - a. The **EAF** contains the class schedule, mode of delivery per subject and the total tuition and fees assessment. You may print a copy of your EAF by accessing your MyLaSalle (MLS) account starting August 27, 2024. A detailed instructions on this may be found in the "FROSH ENROLLMENT SCHEDULES AND PROCEDURES FOR AY 2024-2025".
 - b. The **COS** is a document that is issued by the Office of Admissions and Scholarship during the processing of scholarship. The COS contains the scholars' total tuition and fees, the percentage of grant/coverage of scholarship, and the student payable (if the grant is partial).
5. Scholars **MUST** notify the Office of Admissions and Scholarships (OAS) immediately **should they decide not to pursue enrollment at DLSU** to allow the University to remove them from the list of scholarship grantees. Enrollment records will continue to exist if one fails to give appropriate notification and may result in failing grades due to the non-cancellation of enrollment.

Important Reminders:

1. For Scholars who paid the reservation fee and decided not to pursue enrollment in the University, the PhP10,000 reservation fee is non-refundable. This is also applicable to awarded scholars who decided to withdraw enrollment at DLSU.
2. The scholarship offer is applicable only during the term it is offered. Deferment of scholarship offer is not allowed.
3. For the complete enrollment procedures, please read the "**Frosh Enrollment Schedules and Procedures for AY 2024-2025**", which was provided to you (or your representative) during the submission of confirmation requirements from July 2 - 15, 2024.
4. For any concerns related to scholarships, please send an email to scholarships@dlsu.edu.ph with Subject: ID124 SCHOLAR-CONCERN
5. For undergraduate admission concerns, please email admission.requirements@dlsu.edu.ph
6. For tuition and fees payment concerns, please email cashiers@dlsu.edu.ph
7. For MLS activation concern, please email itservices@dlsu.edu.ph