

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 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. The Committee neither gives awards nor is it normally involved in specific decisions regarding awarding of scholarships. 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 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 money available in any given year; and
 - e) To submit annual budget proposal for AFUSA's scholarship program.

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 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 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 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**

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

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

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

- 04.04 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.
- 04.05 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.
- 04.06 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.
- 04.07 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.
- 04.08 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.