



De La Salle University  
D A S M A R I Ñ A S  
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## APPLICATION PROCEDURES FOR 1988 EMPLOYEES DEPENDENT AND ENHANCED BROTHER PRESIDENT SCHOLARSHIP PROGRAMS

A.Y. 2023-2024

*(This set of guidelines is applicable only to employees' legal dependents.)*

### GENERAL GUIDELINES for the DLSU-D Employees:

1. The DLSU-D employee shall send a letter of intent to [scholarship@dlsud.edu.ph](mailto:scholarship@dlsud.edu.ph) including a copy of the child's PSA birth certificate, and the employee's permanent status certificate for the 1<sup>st</sup> availment (issued by the Human Resource Management Office).
2. A 100 percent tuition discount is given to the 1<sup>st</sup> beneficiary then the succeeding applicants can avail themselves of 75, 50, and 25 percent tuition fee discounts to the succeeding dependents. Certain miscellaneous such as medical, dental, and aircon fees are also waived by the University.
3. The DLSU-D employee shall be notified by the Scholarship Unit of the status of the application and shall be given further instructions.
4. The list of verified applicants shall be forwarded to the Finance and Accounting Office student account for assessment and recording purposes for those enrolled in DLSU-D. However, to those enrolled in the DLSMHSI, the verified applicant's list shall be forwarded to the Lasallian Admission and Scholarship Opportunities Office.

**Note: No re-application is needed for existing grantees. During the enrollment period, the grantee shall visit the Scholarship Office and present the online enrollment confirmation receipt for validation and monitoring purposes.**

### GRANTEE'S FOR DLSMHSI

1. The DLSU-D Scholarship Unit will provide an authorization letter for enrollment purposes to those who have approved applications.
2. For monitoring purposes, the existing grantees shall send a scanned copy of the previous semester's grades through the [scholarship@dlsud.edu.ph](mailto:scholarship@dlsud.edu.ph) email.

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