



## SCHOLARSHIP, PLACEMENT, AND ALUMNI RELATIONS DIVISION

The scholarship office plays a role in managing and overseeing scholarships and financial/educational assistance. They help students to apply, ensure eligibility criteria are met, provide support to recipients, and contribute to a more accessible and equitable education system.

### 1. CHED - UNIFAST Free Higher Education (FHE)

QCU is an institution recognized by the Commission on Higher Education (CHED) and those qualified enrolled students enjoy free tuition, miscellaneous, and other school fees.

<b>Office or Division:</b>	Scholarship, Placement, and Alumni Relations Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Applicants Qualifications: <ol style="list-style-type: none"> <li>1. Pass/meet the admission and retention policies of the institution (no age or financial requirements);</li> <li>2. No previous undergraduate degree; and</li> <li>3. Not overstaying at the college level (e.g., maximum residency rule plus one-year grace period as provided by law).</li> </ol>	
<b>CHECKLIST OF HEI COMPLIANCE BILLING DOCUMENTS</b>		<b>WHERE TO SECURE</b>
<b>EVERY SEMESTER</b> <b>Hardcopy:</b> <ol style="list-style-type: none"> <li>1. Endorsement Letter by University President</li> <li>2. Consolidated Billing Statement - Form 1</li> <li>3. Consolidated Billing Details - Form 2 (TOSF)</li> <li>4. Consolidated Billing Details - Form 3 (Admission Fees)</li> </ol> <b>Softcopy:</b> <ol style="list-style-type: none"> <li>1. Endorsement Letter by University President</li> <li>2. Consolidated Billing Statement - Form 1</li> <li>3. Consolidated Billing Details - Form 2 (TOSF)</li> <li>4. Registration Form per Student</li> <li>5. Consolidated Billing Details - Form 3 (Admission Fees)</li> <li>6. Google Form QCUCAT Application</li> </ol>		Registrar and Admission Division (RAD)  Student Accounts Unit (SAU)  Scholarship, Placement and Alumni Relations Division (SPARD)

Local University or College (LUC) / Higher Education Institute (HEI) STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Assess the Consolidated Billing Details Form 2 of Officially Enrolled qualified in the QCU retention policies of Registrar under the Guidelines of UNIFAST-FHE.</p> <p>Prepare the Registration Form of Students for the attachment.</p>	<p>1.1 Produce Form 2 for Consolidated Billing Details and Transmit to Student Accounts Unit thru email.</p>	<p>Tuition and Other School Fees</p>	<p>Two (2) to Three (3) working days</p>	<p>Registrar Office</p>
	<p>1.2 Provide Registration Form of QCU Students and Transmit to Scholarship Office thru email</p>			
<p>2. Assess the Consolidated Billing Details Form 3 of QCU College Admission Test Fees based on the QCU retention policies of Admission under the Guidelines of UNIFAST-FHE.</p> <p>Prepare the Google Form QCUCAT Application for the attachment.</p>	<p>2.1 Produce Form 3 for Consolidated Billing Details and Transmit to Student Accounts Unit thru email.</p>	<p>Admission Fee</p>	<p>Two (2) to Three (3) working days</p>	<p>Admission Office</p>
	<p>2.2 Provide Google Form for QCUCAT Application and Transmit to Scholarship Office thru email</p>			
<p>3. Prepare the Consolidated Billing Statement.</p> <p>Assess the Consolidated Billing Details is Form 2 and Form 3 for the sum of charges/fees.</p>	<p>3.1 Produce Consolidated Billing Statement and Transmit to Scholarship Office thru email.</p>	<p>Tuition and Other School Fees Admission Fee</p>	<p>Two (2) to Three (3) working days</p>	<p>Accounting Office</p>
	<p>3.2 Provide Consolidated Billing Details Form 2 and Form 3 and Transmit to Scholarship Office thru email.</p>			

<p>4. Prepare the endorsement letter for the QCU UniFAST-FHE Scholars by University President</p> <p>Prepare the billing documents (formatting, editing, printing, and compiling) for quality assurance.</p> <p>Process the billing documents for the signature of QCU Officials. (scanned and photocopy)</p>	<p>4.1 Email the softcopy of billing documents to UniFAST for the submission of QCU compliance</p> <p>4.2 Deliver the hardcopy billing documents to the Office of UNIFAST for the submission of QCU Compliance</p>	<p>Tuition and Other School Fees</p> <p>Admission Fee</p>	<p>Two (2) to Three (3) working days</p>	<p>Scholarship Office</p>
<p>5. Evaluate and screen the billing documents of QCU for the qualification of students under the IRR10931</p>	<p>5.1 Process to CHED the billing payment</p> <p>5.2 Notify the QCU for the payment process in CHED</p>	<p>QCU</p> <p>Tuition and Other School Fees</p> <p>Admission Fee</p>	<p>Two (2) to the (3) Weeks</p>	<p>UniFAST Focal Person</p>
<p>6. Settle the payment of QCU TOSF and Admission Fee</p>	<p>6.1 Transfer the payment to QCU</p>	<p>QCU</p> <p>Tuition and Other School Fees</p> <p>Admission Fee</p>	<p>Six (6) Months or more than</p>	<p>CHED Accounting</p>
<p>7. Verify the payment of CHED</p> <p>Request copy of LDAP to CHED and copy furnished for the Scholarship Office</p>	<p>7.1 Email the LDAP to Scholarship.</p> <p>7.2 Notify the Scholarship Office for the process of the financial obligation</p>	<p>NONE</p>	<p>Within the day</p>	<p>Accounting Office</p>
<p>8. Prepare the Endorsement letter for the approval of the Clearing Financial Obligation</p> <p>Endorse to ICT the Clearing of Financial Obligation in the system</p>	<p>8.8 Endorse to the Director of ICT thru email the list of students for the clearing of the financial obligation in the system along with the approved letter from the QCU President</p>	<p>NONE</p>	<p>Two (2) to Three (3) days</p>	<p>Accounting Office</p> <p>Scholarship Office</p> <p>ICT Director</p>