

## 2. CHED – UNIFAST Tertiary Education Subsidy (TES)

Tertiary Education Subsidy (TES) is a grant-in-aid program under the RA 10931 (UAQTE) which provides financial assistance to deserving students in tertiary education.

The Free Higher Education (FHE) Scholars in Quezon City University are eligible to apply for Tertiary Education Subsidy financial assistance.

<b>Office or Division:</b>	Scholarship, and Placement and Alumni Relations Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizens			
<b>Who may avail?</b>	<p>The Applicants Qualifications:</p> <ol style="list-style-type: none"> <li>1. Filipino citizen and officially enrolled at the Higher Education Institution (HEI);</li> <li>2. Has not been expelled from any HEI;</li> <li>3. Qualified under the existing admission and retention requirements of the HEIs and does not exceed the maximum residency rule;</li> <li>4. Taking Undergraduate courses with Certificates of Program Compliance (COPCs) in CHED-recognized Local University or College (LUC);</li> <li>5. Qualified under, or any other future, qualification policies that the UniFAST Board may mandate.</li> </ol>			
<b>CHECKLIST OF HEI TES APPLICATION COMPLIANCE</b>		<b>WHERE TO SECURE?</b>		
<b>Accomplished UniFAST – TES Application Form Templates</b>				
<ol style="list-style-type: none"> <li>1. UniFAST HEIs Partner’s Portal Account</li> <li>2. UniFAST – TES Application Form Template</li> </ol>		<ul style="list-style-type: none"> <li>- The portal account will be given by the UniFAST Secretariat to the partnered HEI’s</li> <li>- The UniFAST – TES Application Form will be provided by the UniFAST Secretariat focal person to the HEIs or can be downloaded from the UniFAST HEIs portal.</li> </ul>		
<b>LUC / HEI STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out the UniFAST - TES Application Form Template with correct and complete student applicant’s details.	1.1. Download the latest UniFAST- TES Application Form Template from UniFAST	None	5 - 10 minutes	Scholarship, Placement and Alumni Relations Division
	1,2 Forward the Template to the concerned office to fill out the correct details and to accurately complete all required fields provided by the UniFAST.	None	5 - 10 minutes	Scholarship, Placement and Alumni Relations Division
	1.3 Fill-out all the required fields in the UniFAST - TES Application Form.	None	Two (2) working days	- Registrar’s office - Information, Communication, and Technology office

2. Check and verify the UniFAST - TES Application Form to confirm the completeness of the provided student applicant's information.	2.1. Receive the accomplished form from the Registrar's office thru email.	None	10-15 minutes	Scholarship, Placement and Alumni Relations Division
	2.2. Check the completeness and details of the accomplished form to avoid common errors in the TES Applicant uploads in the portal.	None	Two (2) working days	Scholarship, Placement and Alumni Relations Division
	2.3. If errors are identified, communicate with the concerned offices to rectify the inaccuracies in the student applicant's information	None	Two (2) working days	- Scholarship, Placement and Alumni Relations Division - Registrar's office - Information, Communication, and Technology office
3. Upload the final UniFAST - TES Application Form to the UniFAST HEIs portal.	3.1 Visit <b>tes.unifast.gov.ph</b> to access the login page.	None		- Scholarship, Placement and Alumni Relations Division
	3.2 Ensure to input the correct login credentials given by the UniFAST Secretariat coordinator.			
	3.3 Select the "TES" link from the sidebar menu, then choose "Manage TES Applicants" from the options displayed.			
	3.4 After selecting "Manage TES Applicants", choose the right Academic Year and Semester, then click "Manage Applications"			
	3.5 Choose your application form file, and click "Import".			
	TOTAL		Up to 3 -5 days	