



**APPLICATION FORM AND WAIVER FOR  
YGC AND AYALA PROMOTIONAL DISCOUNT**

Document No. : CSFA-FORM 10

Effective Date: June 17, 2019

**CENTER FOR SCHOLARSHIPS AND FINANCIAL ASSISTANCE**

General MacArthur Highway, Matina, Davao City 8000

**APPLICANT'S INFORMATION AND WAIVER FOR YGC AND AYALA PROMOTIONAL DISCOUNT**

**EMPLOYEE NAME**

Surname

First Name

Middle Name

**COMPANY NAME/BRANCH**

**POSITION**

**STUDENT NAME**

Surname

First Name

Middle Name

**STUDENT NUMBER**

**PROGRAM/YEAR OF STUDY**

**TERM & SY APPLIED FOR**

**DATE OF APPLICATION**

**PLEASE SUBMIT THIS FORM TOGETHER WITH THE FOLLOWING REQUIREMENTS:**

1. The child of the YGC or Ayala employee should pass the MCM Admission Examination;
2. Employee should accomplish this application form/waiver;
3. Submit the accomplished application form/waiver together with the certification from the HRD Head that the applicant is a permanent employee of good standing with the company;
4. For new students, accomplished application form should be submitted together with the following:
  - a. Original NSO copy of birth certificate of the student;
  - b. Certificate of Employment of the employee
  - c. Original NSO copy of marriage certificate of YGC or Ayala employee.

**TERMS AND CONDITIONS**

- Twenty Five percent (25%) tuition and laboratory fee discount (excluding miscellaneous, penalty charges, etc.) is applicable to incoming freshmen beginning academic year 2019-2020 and senior high school beginning academic year 2019-2020.
- The YGC and Ayala Promotional Discount is valid only based on the total prescribed number of units for the Curriculum of the Program into which the student was originally accepted. The student shall no longer be given discount for units taken in excess of the prescribed number of units for the original program enrolled, even if he should later shift to another program.
- Dropping of course/s shall be considered as units taken by the student hence shall be added in the total number of units enrolled by the student even if he should not complete the same.
- It is hereby understood that the YGC and Ayala Promotional Discount extended to YGC and Ayala member companies is a marketing initiative to boost the freshmen and senior high school admissions campaign of Malayan Colleges Mindanao. As such, it may be discontinued at anytime without need of further notice.
- The discount will likewise not apply if the person applying for the discount is the subject of a disciplinary action, has resigned or otherwise ceased to be officially connected with the company covered by the tuition fee discount program.
- Availment of the promotional discount cannot be taken in conjunction with any other scholarship program offered by Malayan Colleges Mindanao.

**WAIVER**

I/We \_\_\_\_\_ certify to the correctness and accuracy of all information and documents that I gave in connection with this Application. I understand that, should any of these be later on discovered to be false or fraudulent, I shall be liable to refund any discount given to me/my child or ward by virtue of this Application, without prejudice to any administrative sanction/s that MCM may impose on me and/or my sibling/child or ward pursuant to the Student Handbook. We also allow MCM to use the above information for legitimate purposes specifically for evaluation of eligibility for YGC and Ayala Promotional Discount and allow the processing of the information by authorized personnel in accordance with the Data Privacy Policy of the University.

I/We have also read the terms and conditions of the program, and understand that the discount is an incentive given to families covered by the program and may be discontinued anytime without need of prior notice.

\_\_\_\_\_  
Signature over Printed Name of YGC/Ayala Employee

**IMPORTANT:** This form/waiver should be fully accomplished and submitted to the Human Resource Department of Malayan Colleges Mindanao at least one (1) week prior to enrollment for the quarter applied for. Failure to do so would mean disapproval of the application for the YGC and Ayala Promotional Discount.

**NOTE:** For those who have less than 20 allowable units for the YGC and Ayala discount program, please proceed to the Treasury Department for final assessment of fees after 3 weeks from the start of classes.

**HRD CERTIFICATION**

This is to certify that \_\_\_\_\_ is a permanent employee of good standing of \_\_\_\_\_.

Total No. of Units of the Enrolled Program: \_\_\_\_\_ Total No. of Units Taken: \_\_\_\_\_ Total No. of Remaining Units: \_\_\_\_\_

Current Enrolled Program: \_\_\_\_\_ First Program Enrolled: \_\_\_\_\_

**Verified by:**

**Endorsed by:**

\_\_\_\_\_  
HRD Head/Manager

\_\_\_\_\_  
MCM HRD Manager