



SSAM FINANCIAL ASSISTANCE PROGRAM

Revised May 2025

OBJECTIVE

The SSAM Financial Assistance Program aims to relieve the financial burden of deserving students who cannot afford to pay the tuition fee.

GENERAL PROCEDURE FOR ENTRY

All requirements will be submitted to the Registrar for initial assessment. Acceptance of applicants will depend on the approval of the committee, in consultation with the Directress.

TYPES OF FINANCIAL ASSISTANCE

1. INTERNAL FINANCIAL ASSISTANCE – financial aid or support provided by SSAM to its students to help cover tuition fees.

- 1.1. SSAM FINANCIAL ASSISTANCE** – assistance given to a deserving applicant who cannot afford to pay the full tuition fee. The student is given a discount depending on the financial capability of the parents, subject to the committee's recommendation and the approval of the Directress.

CRITERIA

The applicant:

- is a legitimate student of SSAM.
- has a general average of 83% and no grade lower than 80% in any subject in any quarter. *Consideration may be given to deserving students who have two grades in the 70s in a school year, but not lower than 78%.*
- has an average conduct grade of B+ or S, and no grade lower than B+ or S in any criterion, in any quarter.
- has no letter grade below S.

REQUIREMENTS

- Parent/s' application letter to the School Directress stating the reason for applying
- Accomplished Financial Assistance Form with 2x2 ID photo
- Photocopy of recent report card
- Recommendation letter from the Principal
- Certificate of Good Moral Character
- Parent/s' Income Tax Returns or Certificate of Tax Exemption
- Background check



CRITERIA TO REAPPLY FOR FINANCIAL ASSISTANCE

- Maintain a general average of 83% or higher in all subjects.
- Ensure that no grade falls below 80% in any subject in the final grade.
- No failing grade in any subject throughout the school year.
- Demonstrate exemplary behavior.
- Ensure that the conduct grade does not fall below B+ or S (Satisfactory) in any criterion in any quarter.
- Apply yearly (reapplication is required and subject to approval).
- An applicant with a sibling currently receiving or who has previously received financial assistance is automatically disqualified from reapplying.

BENEFIT

- Discount on tuition fees depending on the financial capability of parent/s to pay.

2. EXTERNAL FINANCIAL ASSISTANCE – Financial aid or support that comes from sources outside of SSAM, such as government agencies or private donors, to help cover tuition fees.

2.1 JHS EDUCATION SERVICE CONTRACTING (ESC) PROGRAM – A scheme under the Government Assistance to Students and Teachers in Private Education (GASTPE), jointly implemented by the Department of Education and the Fund for Assistance to Private Education (FAPE). The government subsidizes the tuition fee of students who want to pursue secondary schooling in private schools. It begins in Grade 7 and covers four (4) years of Junior High School.

Note: The difference between the ESC grant and SSAM's total school fees is shouldered by the grantee.

REQUIREMENTS

- Accomplished ESCF01-01 (Student Application Form for ESC Participation)
- PSA Copy of Birth Certificate
- Grade 6 SF9/Report Card
- One (1) recent 2"x 2" ID photo
- Parent/s' Income Tax Returns or Certificate of Tax Exemption/ Barangay Certificate of Indigency
- Additional supporting documents if required by the Screening Committee (e.g., certificate of unemployment, payroll slip)
- ESC Grantee Contract
- Data Privacy Consent
- Attendance in the ESC orientation



CONDITIONS FOR MAINTAINING THE ESC GRANT

The grantee is expected to:

- abide by the rules and regulations of the school;
- comply with the school requirements and try to finish the course for each school year with seriousness and dedication;
- consult the school authorities on problems relative to the fulfillment of the terms of the contract.

The parents are expected to:

- attend the ESC orientation;
- attend/participate in school activities;
- abide by the rules and regulations of the school;
- assist their children/ward to finish the course at every grade level;
- help their children/ward to prevent truancy and/or absenteeism.

BENEFIT

The ESC grants in National Capital Region

Grade 7	: PHP 13, 000.00
Grade 8	: PHP 13, 000.00
Grade 9	: PHP 13,000.00
Grade 10	: PHP 13,000.00

2.2 SHS VOUCHER PROGRAM - A program under GASTPE where tuition subsidies are extended to qualified public and private Grade 10 completers, enabling them to enroll in SHS (Grades 11–12) in private schools. Jointly implemented by DepEd and FAPE.

Note: The difference between the voucher and SSAM's total school fees is shouldered by the qualified voucher recipient.

REQUIREMENTS

- ESC Certificate – for Grade 10 completers who were ESC grantees in private JHS
- Qualified Voucher Applicant (QVA) Certificate – for Grade 10 completers from a private school, not ESC grantees, who applied and were approved
- Report card with Learner Reference Number – for Grade 10 completers from a public school / SUC/LUC JHS
- Attendance in the voucher orientation

CONDITIONS FOR MAINTAINING THE GRANT

The recipient is expected to:

- abide by school rules and regulations;
- comply with school requirements and complete each school year with seriousness and dedication;



- consult school authorities on problems related to the fulfillment of the contract.

Parents are expected to:

- attend/participate in school activities;
- abide by school rules and regulations;
- assist their children/ward in completing the course at every grade level;
- help their children prevent truancy and/or absenteeism.

BENEFIT (NCR Rates)

- ESC Completer: PHP 18,000.00
- Qualified Voucher Applicant: PHP 18,000.00
- Grade 10 Completer from Public School: PHP 22,500.00

COMMITTEES

- **SSAM Financial Assistance Committee:** School Treasurer, GS/JHS/SHS Principal, Registrar; subject to the approval of the Directress.
- **ESC Selection Committee:** Chaired by the Directress; with JHS Principal, Registrar, JHS Faculty Association President, and Parent-Teacher Association President.

CONDITIONS AND PROCEDURES FOR APPLYING

1. Applications are processed in the order received. Early submission increases the chance of consideration.
2. Application forms are available at the Registrar's Office. Completed forms with documents must be submitted before the deadline.
3. A background investigation may be conducted to verify information or eligibility.
4. SSAM reserves the right to grant or deny financial assistance regardless of eligibility or submission.

Reviewed by the Financial Assistance Committee
 During the Deliberation of the Financial Assistance Applicants for School Year 2025–2026
 May 26, 2025
 10:00 AM
 Boardroom

**UT IN OMNIBUS GLORIFICETUR DEUS
 THAT IN ALL THINGS, GOD MAY BE GLORIFIED!**