

	DE LA SALLE-COLLEGE OF SAINT BENILDE		
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I. INTRODUCTION

This policy covers the scope, guidelines, and procedures for pertaining to the Benilde Excellence in Scholastics and Talent (BEST) scholarship.

II. SCOPE

This applies to all qualified freshman invited to study in De La Salle-College of Saint Benilde (DLS-CSB). It is applicable to all undergraduate academic programs, except for Bachelor of Science in Business Administration (BSBA), Major in Business Management (BM) and Marketing Management of the chosen degree program plus one term.

III. PURPOSE/RATIONALE

BEST is an academic scholarship given to those who have excelled in the Benildean Entrance Examination (BEE) and have shown outstanding performance in high school (Grades 7 to 11) as evidence by academic performance and involvement in co- and extra-curricular activities.

IV. OBJECTIVES

The BEST scholarship was envisioned to provide premium tertiary education to the best and brightest high school graduates to address their academic and future professional needs. This scholarship is granted by DLS-CSB by invitation to Batch 1 qualified applicants.

V. DEFINITION OF TERMS

Major subjects for Grades 7 to 11	includes Mathematics, English, Filipino, Science, Araling Panlipunan.
Cumulative Grade Point Average (CGPA)	is the general average of grade-level grade point average from Grade 7 to 11.
Grade-level Grade Point Average	is the general average for a specific grade level.
Subject-level Year Average	is the subject average at the end of each grade level.
Batch 1	refers to the applicants who took the BEE between August to November
Token Fee	refers to the amount paid every term by all scholars who receive a 100% tuition and miscellaneous fee waiver. This is the scholar's contribution to the scholarship fund.
Enrollment Assessment Form (EAF)	Enrollment Assessment Form is the form released by the Registrar's Office (RO) indicating that the student is enrolling for the current term.
Service Monitoring Card	is released by the Student Grants Office (SGO) each term to a scholar to account for the service hours provided by the scholar in the accredited offices/organizations.

VI. GUIDELINES STATEMENT

1. Qualifications

This scholarship is offered to Batch 1 applicants who meet the following requirements:

- 1.1 BEE score of at least 700 with sub-score of no less than 500 for English, Math, and Visual Spatial;
- 1.2 Cumulative Grade Point Average (CGPA) of 90% from Grades 7 to 11 with no Grade-level Grade Point Average (GPA) of less than 90%, and Subject-level Year Average of 90% for major subjects;
- 1.3 Active involvement in co- and extra-curricular activities as evidenced by certifications obtained from Grade 7 to 11; and
- 1.4 Deportment of at least A- or 90% or its equivalent.

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2. Offer and Acceptance Process
 - 2.1 Admissions Center (AdC) Director and Student Grants Office (SGO) Director reviews all applicants who meet the requirements as specified in Section 1 (Qualifications);
 - 2.2 SGO sends invitation to qualified applicants, and parents or guardians to attend the BEST Orientation;
 - 2.3 Attendance to the BEST Orientation is a pre-requisite to receive an offer for the BEST Scholarship;
 - 2.4 Interested applicants proceed to AdC to confirm receipt of offer on a designated dated provided by SGO during the BEST Orientation. They are required to submit the following:
 - 2.4.1 Certificate of candidacy for graduation from the School Principal or Registrar of Senior High School, and
 - 2.4.2 A non-refundable amount of PHP 5,000 reservation fee representing the Token Fee for 10 terms
 - 2.5 Final confirmation of offer is determined by the submission of the Grade 12 Final Report Card (Form 138).
3. Enrollment
 - 3.1 Initial Enrollment
 - 3.1.1 AdC facilitates the enrollment process for accepted scholars and forwards to SGO copy of enrollment assessment form (EAF),
 - 3.1.2 BEST scholar submits to SGO a copy of the program degree flowchart obtained from the Registrar's Office (RO),
 - 3.1.3 SGO releases two (2) copies of the Scholarship Contract and EAF Monitoring Card,
 - 3.1.4 BEST scholar has to submit the following not later than the fourth (4th) week of the term:
 - 3.1.4.1 Two (2) duly signed contracts by the student, and parent or guardian
 - 3.1.4.2 Official receipt (OR) of the PHP 5,000 reservation fee, and
 - 3.1.4.3 Data Privacy Act (DPA) waiver form indicating SGO access to grades and relevant student information needed in the administration of the scholarship
 - 3.2 Subsequent Enrollment
 - 3.2.1 BEST scholar submits EAF and monitoring card during scheduled scholar's enrollment,
 - 3.2.2 RO forwards to SGO grades of scholar three (3) working days after faculty grade submission deadline,
 - 3.2.3 SGO processes enrollment,
 - 3.2.4 BEST scholar obtains processed EAF and new service monitoring card on the assigned schedule during the first two (2) weeks of classes,
 - 3.2.5 BEST scholar goes to Finance Department (FD) to obtain receipt of Token Fee,
 - 3.2.6 BEST scholar returns OR to SGO Associate.
4. Privileges

The BEST scholar receives the following privileges from DLS-CSB:

 - 4.1 100% tuition and fees during the program duration as specified in the flowchart;
 - 4.2 Stipend of PHP 25,000 per term given in two installments released on the 4th and 8th week of every term until end of program duration as specified in the flowchart;
 - 4.3 Additional library privileges in the Learning Resource Center
 - 4.3.1 Additional four (4) books on loan at the Learning Resource Center
 - 4.3.2 Unlimited time on selected units in the computer laboratories.
5. Payback Service

The BEST scholar is expected to:

 - 5.1 Attend all SGO required activities;
 - 5.2 Attend the Benilde Office of the President (BOP) volunteer activities; and join in at least one organization recognized by the Department of Student Life.
6. Retention

The BEST scholar is expected to comply with the following to maintain the scholarship:

 - 6.1 Maintain a term grade point average (TGPA) of 3.000 with no grade of R and course withdrawal/drop within the term,
 - 6.2 Not to go on absence without leave (AWOL) or leave of absence (LOA) within the duration of the grant,
 - 6.3 No commission of any major offense as specified in the DLS-CSB Student Handbook, and
 - 6.4 Maintain active participation in a recognized student organization starting the Second Term of the First Year until graduation except during the term that includes the on-the-job (OJT) requirement

Failure to comply with the requirements specified above will result in the termination of the scholarship.

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7. Appeals

All appeals pertaining to the conditions and retention of the BEST Scholarship shall be addressed and resolved by the Office of the Chancellor.

8. Shifting

8.1 Shifting will follow the prescribed policies and procedures as specified by the RO (refer to Student Handbook 2016-2019 Sec.2.15).

8.2 BEST scholar who opts to shift to another degree program shall only be entitled to the remaining terms of original program as stipulated in the scholarship contrac.

8.3 Shifting requires pre-approval of the SGO.

8.4 Requirements for shifting are:

8.4.1 No failures in the first and second trimesters/first year

8.4.2 Recommendation of the counselor

8.4.3 Letter or request expressing the intent and reasons for shifting

9. Number of Slots

Fifteen (15) slots shall be allotted for the BEST Scholarship every schoolyear. Any changes in the number of slots shall be determined by the Scholarship Committee in consultation with FD.

10. Budget Allocation

Amount shall be based on the number of qualified candidates to the BEST scholarship with a maximum of 15.

VII. REFERENCES

Token Fee policy

Student Handbook 2016-2019, Section 2.15

Scholarship and Grants committee meeting minutes of June 20, 2017.

Item 6 page 3 on "Proposed Payback Service"

Item 8 page 5 on "Shifting"

Item 9 page 5 on "Proposed TGPA"

Item 11 page 5 on "Reasons for Extension"

Item F.7. page 7 on "Proposed number of Slots"