



Xavier School Educational & Trust Fund, Inc. (XSETF)

GRANT-IN-AID APPLICATION FORM

Requirement Checklist

For School Year 2025-2026

Please check:

- Xavier School - San Juan
- Xavier School - Nuvali

Student's Name: _____

LEGAL NAME

LAST NAME

FIRST NAME

MIDDLE NAME

Current Grade & Section: _____

Student No.: _____

To: The Grant-In-Aid Committee

We are submitting the following requirements for our application to the Grant-In-Aid Program as applicable:

Please mark by checking the box and arrange according to the checklist and submit in clear photocopy form.

LATE & INCOMPLETE REQUIREMENTS WILL NOT BE ACCEPTED

- Letter of Intent stating the reason for the requested grant
- Duly accomplished Application Form with the following attachments:
 - a) Recent 1.5 x 1.5 Photo of Student (taken within the last 3 months)
 - b) Recent 3R Family Picture (taken within the last 3 months)
- Report Cards
 - a) Photocopy of report card for previous school year
 - b) Photocopy of report card current school year
- Location Map of Residence with:
 - a) Recent 3R picture of the permanent residence (full view of the whole house)
 - b) Recent 3R picture of kitchen (main and dirty kitchen with the refrigerator in photo)
- Certificate of Employment and Compensation from present employer of Parent/s and working sibling/s
- Business Registration / Permit / License / Accreditation Certificate (from DTI, SEC, LTFRB, City Hall)
- Payslips of Parent/s and working sibling/s (latest, 2 months)
- Last available Payslips, Income Tax Return and retrenchment letter for those who lost their job
- A copy of parent/s (father and mother) latest Income Tax Return; or BIR Certification of Exemption from Filing ITR; or Annual Income Tax Return for those who have their own business
- Certification of Tuition Fee payment or Official Receipts of children studying (previous and current school year)
- Electric bills / Cable bills (March, April and May; include all pages)
- Water bills (March, April and May; include all pages)
- Telephone / Cellphone / Internet bills (latest, 2 months, include all pages)
- All Credit Card bills (March, April and May; include all pages showing transactions)
- All Bank Certificates for all investments (time deposits, stocks, bonds, etc.)
- All Passbook (savings / current, online account, dollar and peso account, personal and business)
- Passport (student and parents; photocopy only pages with immigration stamp)
- Mortgage documents and Official Receipts (latest, 2 months)
- Loan Payment Receipt and Purpose of Loan
- For OFW, Seafarers: Latest Employment Contract
- For AFP: Latest Statement of Assets, Liabilities and Net worth (SALN)
- Others: _____

We hereby certify that all documents above are authentic and correct. We are aware that the information furnished in this application may be checked against original documents and that **withholding or giving false information can be a reason for disapproval of our application** for our child. If granted, we agree to abide by the policies, rules, and regulations of the Grant-In-Aid Program.

Father's Signature

Date

Mother's Signature

Date

Guardian's Signature

Date

----- **Please Do Not Write Below This Line** -----

Required documents have been checked and found to be complete.

Grant-in-Aid Officer

Date Received / Date Checked