




<i>Version no. 003</i>	Manual Title: SCHOLARSHIP POLICY	<i>Document No. 003</i>
	Document Name: Scholarship Policy for GCM Local Students	<i>Version No. 003</i>
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1.0 Objectives

Gullas College of Medicine (GCM) scholarship policy provides guidelines for students who seek admission through its educational financial aid or scholarship program. Seamless compliance of requirements in the enrolment with the program can be obtained through the procedures provided herein.

2.0 Scope

These guidelines apply to new and continuing students intending to avail of the medical education of GCM through its scholarship and educational financial aid program.

3.0 References

- Gullas College of Medicine Student Handbook, 2014 Edition
- Gullas College of Medicine Student Handbook, 2022 Edition
- Medical Scholarship and Return of Service (MSRS) Program, Commission on Higher Education, 2021

4.0 Policies

4.1. General minimum qualifications for application in the program:

- a. Must be a Filipino citizen;
- b. Must be of good moral standing with no administrative or criminal conviction;
- c. Must be physically and mentally fit;
- d. Must pass admission standards and school policies.



5.0 Scholarship and Sponsorship Grants

5.1. Entrance Academic Scholarship

Based on a table of equivalents prepared by the College, grades obtained in other acceptable institutions are carefully evaluated in the determination of students who deserve scholarship upon entering GCM.

Academic Standards:

- a. Graduate of any Baccalaureate degree
- b. Has obtained academic achievement
- c. Scholarship examination classification of Average and above
- d. Intake Interview score of 90% or higher

Requirements:

- a. Duly accomplished GCM Scholarship application form
- b. Two (2) pieces 2x2 ID picture
- c. PSA Birth Certificate
- d. NMAT result, not more than two (2) years from the date of application
- e. Scholarship examination results
- f. Authenticated Transcript of Records with certification of Baccalaureate achievement
- g. General Weighted Average (GWA) Certificate
- h. Certificate of Good Moral Character from the school last attended
- i. Two (2) letters of recommendation from College Dean and/or Professor

5.1.1. With Latin Honours

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|-----------------|---|--|
| Summa Cum Laude | - | Full scholarship plus 1 set first year books, 1 set school uniform, and living allowance for one (1) academic year |
| Magna Cum Laude | - | Full scholarship plus 1 set school uniform and living allowance for one (1) academic year |
| Cum Laude | - | Full scholarship and living allowance for one (1) academic year |

5.1.2. Top 10 Board Passers in the Pre-medicine Course

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|----------|---|---|
| Top 1-3 | - | Full scholarship plus 1 set first year books, 1 set school uniform, and living allowance for one (1) academic year. |
| Top 4-8 | - | Full scholarship plus 1 set school uniform and living allowance for one (1) academic year. |
| Top 9-10 | - | Full scholarship and living allowance for one (1) academic year. |



5.1.3. With High National Medical Admission Test (NMAT) score

- 98-100 - Full scholarship plus 1 set first year books, 1 set school uniform, and living allowance for one (1) academic year
- 90-97 - Full scholarship plus 1 set school uniform and living allowance for one (1) academic year
- 80-89 - Full scholarship and living allowance for one (1) academic year

5.1.4. Special Scholarship Program for Academic Excellence based on General Weighted Average (GWA)

- Full Tuition Free - Has GWA of 1.5 and above with no grade below 2.0 in any subjects enrolled. **(10% of enrolled students)**
- 50% Tuition fee discount - Has GWA of 1.6 with no grade below 2.0 in any subjects enrolled. **(30% of enrolled students)**
- 35% Tuition fee discount - Has GWA of 1.7 with no grade below 2.0 in any subjects enrolled. **(30% of enrolled students)**
- 20% Tuition fee discount - Has GWA of 1.8 with no grade below 2.0 in any subjects enrolled. **(10% of enrolled students)**

5.2. Continuing Academic Scholarship

Continuing students may avail of this academic scholarship program provided they meet the necessary criteria.

Academic Standards:

- a. Graduate of any Baccalaureate degree
- b. Has obtained academic achievement
- c. Scholarship examination classification of Average and above
- d. Intake Interview score of 90% or higher

Requirements:

- a. Duly accomplished GCM Scholarship application form
- b. Two (2) pieces 2x2 ID picture
- c. PSA Birth Certificate
- d. NMAT result, not more than two (2) years from the date of application
- e. Scholarship examination results
- f. Authenticated Transcript of Records with certification of Baccalaureate achievement
- g. General Weighted Average (GWA) Certificate
- h. Certificate of Good Moral Character from the school last attended
- i. Two (2) letters of recommendation from Dean and/or Professor



- 5.2.1. **Don Vicente Gullas Scholarship** - Full Free scholarship: General Weighted Average (GWA) of **1.5-above with no grade below 2.5** in any of the subjects enrolled in his/her first academic year plus full books subsidy.
- 5.2.2. **Lady Josefina Gullas Scholarship** - Full Free scholarship: General Weighted Average (GWA) of **1.7-1.6 with no grade below 2.5** in any of the subjects enrolled in his/her first academic year plus half books subsidy.
- 5.2.3. **Merit and Need-Based Scholarship** - Full Free scholarship: General Weighted Average (GWA) of **2.0-1.8 with no grade below 2.5** in any of the subjects enrolled in his/her first academic year.

5.3. **Privilege Scholarship and Discounts**

Requirements:

- a. Duly accomplished GCM Scholarship application form
- b. Two (2) pieces 2x2 ID picture
- c. Certificate of Good Moral Character from the school last attended
- d. Intake Interview
- e. PSA Birth Certificate
- f. Additional Requirement/s for Sibling Discount: ID and Study load of the siblings studying in GCM
- g. Additional Requirement/s for PWD Discount: photocopy of PWD ID.
- h. Additional Requirement/s for Special Scholarship with MOU: TOR and Diploma

- 5.3.1. **Siblings Discount** - a yearly tuition fee discount to siblings (brothers and/or sisters) studying in GCM.

Two Siblings	-	20% discount tuition fee to the two siblings
Three Siblings	-	25% discount tuition fee to the three siblings
Four or more Siblings	-	30% discount tuition fee to all siblings

- 5.3.2. **Alumni Discount** - a yearly 20% discount on tuition fees to a family member (child or sibling) of an alumna/alumnus in GCM

- 5.3.3. **PWD (People with Disabilities) Discount** - a yearly 20% discount on tuition fees will be given to students who are under the umbrella of PWD.

- 5.3.4. **Scholarships under MOU with other institutions** - Full scholarship from first year to fourth year plus 1 set book subsidy

5.4. **Special Sponsorship**

Full Free scholarship - with at least **3.0 GWA** the said sponsorship is renewable on a yearly basis.



Academic Standards:

- a. Must be a regular year-level student with no under loading or advanced subjects
- b. No failure, DR (dropped), or INC (Incomplete) subjects
- c. No grade below the required minimum standard
- d. Has an exemplary conduct with no derogatory record in the previous semester

Requirements:

- a. Duly accomplished GCM Scholarship application form
- b. Two (2) pieces 2x2 ID picture
- c. PSA Birth Certificate
- d. NMAT result, not more than two (2) years from the date of application
- e. Original copy of printed Final grades signed by the Registrar and/or College Dean
- f. Authenticated copy of General Weighted Average (GWA) Certificate signed by the Registrar and/or College Dean
- g. Two (2) letters of recommendation from the College Dean and/or a Professor
- h. Intake Interview

5.5. NMAT Coaching Sponsorship

GCM offers free coaching sessions for the National Medical Admissions Test (NMAT) to students who wish to enroll. Additionally, GCM offers full refund of NMAT registration fees for students who successfully complete enrollment.

6.0 Renewal of Scholarship

6.1. Curricular and Co-Curricular requirements

GCM Scholarship is subject to evaluation every academic year. For a Scholar to sustain and maintain his/her scholarship grant, he/she must conform to the following academic curricular and co-curricular requirements:

6.1.1. Curricular requirements – Refers to the required academic standing that is stipulated for Entrance and Academic Scholarships.

6.1.1.0. Academic and Entrance Scholars must be able to maintain the stipulated general weighted average, with absolutely no subjects with grades below the required minimum standard.

6.1.1.1. The scholar must strictly adhere to the provisions/requirements of the curriculum enrolled. Furthermore, under loading and/or advancing of subjects in any term automatically disqualifies the scholar.

6.1.2. Co-Curricular requirement – This is a requirement for all types of scholarship.

6.1.2.0. Peer Tutoring - Scholars will allot time at least twice per month to peer tutoring any GCM students who are at the bottom twenty-five (25%) percent of the ranking and/or those that require extra help on their



academics. The schedule of the peer tutoring will depend upon the availability of the scholar.

6.1.3. Behavioral requirements

Good moral character and exemplary conduct are important criteria for the scholarship. Any official sanction, whether minor or major infraction with penalty imposed on a scholar after due process is served, disqualifies him/her from further enjoying the scholarship privileges.

6.2. Submission of Application for Renewal

Evidence of curricular and co-curricular requirements must be submitted to the Scholarship Committee at least two (2) weeks before the official start of classes or when Final Grades are made available.

6.3. Elimination from program

A scholar who will not be able to satisfactorily meet the curricular, co-curricular, and behavioral requirements of the scholarship will be eliminated from the scholarship program.

7.0 Exclusive Scholarship

If an applicant has any other scholarship grant outside of GCM, his/her GCM scholarship application will have to be further evaluated by the Sponsorship Committee. This is to maximize the program and be able to provide academic opportunity to as many deserving scholars as possible.

8.0 Student Scholarship Committee

The Student Scholarship Committee shall receive recommendations from the Student Affairs and Services Center (SASC), convene to conduct interviews and/or screenings of applicants, and submit letters of recommendation to the EXECOM for deserving candidates.

Composition:

- a. Dean
- b. Assistant Dean
- c. Medical Education Unit Head
- d. Chief of Clinics
- e. Finance and Accounting Department (FAD) Head

9.0 Narrative Procedures

The established scholarship program is in place to provide assistance to deserving students. The chargeable tuition fees may be waived in favor of students who passed the criteria as determined by the Scholarship Committee subject to the final approval by the Executive Office.



9.1. Entrance Academic Scholarship

Person Responsible	Activities
Scholarship Student Applicant	<ul style="list-style-type: none"> ● Fills-out GCM Scholarship application form ● Submits all the scanned copy of requirements and the filled-out application form to the SASC.
SASC Evaluator / Director	<ul style="list-style-type: none"> ● Evaluates and authenticates, in coordination with the Registrar, the submitted application requirements ● Administers entrance examination and releases copy result to the applicant ● Submits letter of recommendation of qualified applicant to the Scholarship Committee ● Sends notice to the applicant for the interview / screening
Scholarship Committee	<ul style="list-style-type: none"> ● Convenes conduct interview / screening of the applicant ● Conducts brief orientation on the GCM Scholarship Program ● Selects and recommends qualified applicants to the Executive Office
Executive Office	<ul style="list-style-type: none"> ● Approves the recommendation and gives mandate to FAD Head for scholarship fund allocation
SASC	<ul style="list-style-type: none"> ● Facilitates the signing of Contract of Agreement with the applicant
FAD Head	<ul style="list-style-type: none"> ● Allocates Fund for the approved scholarship ● Provides clearance to the scholar to proceed with the Admission process
SASC Staff	<ul style="list-style-type: none"> ● Feedbacks student on the result of the scholarship application

9.2. Continuing Student Academic Scholarship

Person Responsible	Activities
Scholarship Student Applicant	<ul style="list-style-type: none"> ● Fills-out GCM Scholarship application form for Continuing Scholar ● Submits all grades and the filled-out application form to the SASC on the set application schedule
SASC Evaluator / Director	<ul style="list-style-type: none"> ● Evaluates and authenticates, in coordination with the Registrar, the submitted documents ● Submits letter of recommendation of qualified applicant to the Scholarship Committee
Scholarship Committee	<ul style="list-style-type: none"> ● Convenes and evaluates the student's academic performance ● Selects and recommends qualified applicants to the Executive Office
Executive Office	<ul style="list-style-type: none"> ● Approves the recommendation and gives mandate to FAD Head for scholarship fund allocation



FAD Head	<ul style="list-style-type: none"> • Allocates Fund for the approved scholarship • Provides clearance to the scholar to proceed with the Admission process
SASC Staff	<ul style="list-style-type: none"> • Feedbacks students on the result of the scholarship application

9.3. Privilege Scholarship and Discounts: GCM Dependents/Employees Grant

Person Responsible	Activities
Scholarship Student Applicant	<ul style="list-style-type: none"> • Fills-out GCM Scholarship application form • Submits all the scanned copy of requirements and the filled-out application form to the SASC
SASC Evaluator / Director	<ul style="list-style-type: none"> • Evaluates and authenticates, in coordination with the Registrar, the submitted documents • Forwards application to the Human Resources Management Department (HRMD)
HRMD Head	<ul style="list-style-type: none"> • Lets applicant and employee parent/sponsor accomplish the application form • Forwards the application to the Scholarship Committee
Scholarship Committee	<ul style="list-style-type: none"> • Convenes and evaluates the scholarship application • Facilitates endorsement of qualified applicant to the Executive Office
Executive Office	<ul style="list-style-type: none"> • Approves the recommendation and gives mandate to FAD Head for scholarship fund allocation
FAD Head	<ul style="list-style-type: none"> • Allocates Fund for the approved scholarship • Provides clearance to the scholar to proceed with the Admission process
SASC Staff	<ul style="list-style-type: none"> • Feedbacks student on the result of the scholarship application

9.4. Privilege Scholarship and Discounts: Siblings, Alumni, PWD

Person Responsible	Activities
Scholarship Student Applicant	<ul style="list-style-type: none"> • Fills-out GCM Scholarship application form • Submits all the scanned copy of requirements and the filled-out application form to the SASC
SASC Evaluator / Director	<ul style="list-style-type: none"> • Evaluates and authenticates, in coordination with the Registrar, the submitted application requirements • Submits letter of recommendation of qualified applicant to the Scholarship Committee • Sends notice to the applicant for the interview
Scholarship Committee	<ul style="list-style-type: none"> • Convenes conduct interview / screening of the applicant • Conducts brief orientation on the GCM Scholarship Program • Selects and recommends qualified applicants to the Executive Office



Executive Office	<ul style="list-style-type: none">● Approves the recommendation and gives mandate to FAD Head for scholarship fund allocation
SASC	<ul style="list-style-type: none">● Facilitates the signing of Contract of Agreement with the applicant
FAD Head	<ul style="list-style-type: none">● Allocates Fund for the approved scholarship● Provides clearance to the scholar to proceed with the Admission process
SASC Staff	<ul style="list-style-type: none">● Feedbacks student on the result of the scholarship application

10.0 More Information

10.1. For further information regarding the Scholarship and Sponsorship grants, please contact our institution via email: scholarship@gcm.edu.ph.