

Date: _____

**The Chairman
The Philippine Women’s University
Taft Avenue, Manila**

Through Channels

Dear Sir:

This is to apply for a Graduate Study Tuition Discount Privilege for **Alumni** under **PWU CDCEC Scholarship Program**.

I hereby submit the following in support of my application.

PWU CDCEC Branch Graduated From: _____

Course Completed: _____

Year Graduated: _____

Student ID Number (if known): _____

Graduate Studies Program applied for: _____

Thank you very much.

Sincerely yours,

Verified and Recommended by :

PWU CDCEC Branch - School Director

For PWU CDCEC Taft and PWU Scholarship Committee only.

Endorsed by:

Approved by:

PWU CDCEC Director

Scholarship Committee

Application Procedures (for Alumni):

1. Secure a copy of your Diploma or Transcript of Records from your respective PWU CDCEC branch.
2. Accomplish the Scholarship Application Form (*CSP Application Form for Alumni v1 2025*).
3. Submit the accomplished form and required documents to the PWU CDCEC Director for endorsement to the Scholarship Committee at least one (1) month prior to the start of the school year or trimester.
4. The Scholarship Committee shall deliberate on the application and endorse its recommendation to the Chairman for final approval.
5. Once approved, the Scholarship Committee shall issue a Scholarship Certificate to the recipient. This certificate shall be presented and forwarded every enrollment for the processing of tuition privileges. A copy of the approved certificate shall also be forwarded to the Finance/Billing Office and the CDCEC Main Office for proper documentation and implementation.

Note: The alumni scholarship is automatically renewable every term, provided that the recipient maintains satisfactory academic standing. Recipients who incur failing grades shall be subject to disqualification from the scholarship program.