



Title: <b>PROCEDURES AFTER DISCOVERY FOR ALLEGED FRAUDULENT MISREPRESENTATION OF GRANTEE</b>		
Version: 1	Document Code: CSA.SSO.023.V1.RF	Effectivity Date: SY 2014-2015
Creator: SSO	Creation Date: 21 May 2014	Approval Date: 28 May 2014
Location: SSO	Approving Body: SSO & OAVCAS	Number of Pages: Page 1 of 2

### **Procedures after discovery for alleged fraudulent misrepresentation of Grantee**

The Rules pertinent to this are as follows:

1. Student Scholarship Office conducts home visitation(HV) to Financial Aid Grantee (if necessary)
2. Upon finding during HV that grantee has done fraudulent misrepresentation/s or falsifying official records, pertinent to his/her grant qualifications, or in any of his/her submitted written statements/documents, the SSO personnel shall submit a report within 72 hours requesting SWAFO to conduct investigation on the alleged misrepresentation/s or tampering.
3. SWAFO shall call the attention of grantee and his/her parent/guardian to discuss the concern.
4. SWAFO shall submit the result of their findings and appropriate sanction to SSO.
5. Once found to have committed a violation by the SWAFO, the decision shall also carry a subsidiary recommendation that the name of the said grantee be immediately removed from the list of scholars enjoying the grant. Moreover, the subsidiary recommendation shall also necessarily include permanent prohibition to apply for scholarship grant in the ensuing semesters.
6. Pursuant to the Student Handbook, the decision of the SWAFO, finding the grantee to have committed a violation of the said fraudulent misrepresentation/s or tampering of official record is appealable to the University Discipline Board within the prescriptive period provided thereat.
7. Upon lapse of the prescribed period to appeal to the University Discipline Board or after the decision has been duly affirmed by the latter, the Student Scholarship Office shall, as recommended by SWAFO, officially render the decision to remove the name of the grantee from the list of scholars enjoying the grant. The Student Scholarship Office shall also permanently bar the grantee from applying for scholarship program/grant of the University in the ensuing semesters. The Office shall have its decision reflect in the disciplinary case folder of the grantee duly signed by its \_\_\_\_\_.
8. Grantee may appeal the decision of the Student Scholarship Office (removal of name from the list of names of students enjoying the grant and being permanently barred from applying for scholarship grant/program of the University) to the Scholarship Committee ONLY within five (5) school days from receipt of the decision of the Discipline Board favouring the cause of the grantee.
9. As far as the Scholarship Office is concerned, the SWAFO's decision is final and shall be the basis of decision of the former in the scholarship standing of the grantee UNLESS the grantee appeals its case to the Discipline Board. The grantee should first acquire a favourable decision before the Discipline Board reversing the SWAFO's decision on the case before he/she could file an appeal to the Scholarship Committee as far as his/her scholarship is concerned.



### **STUDENT SCHOLARSHIP OFFICE**

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10. After these two (2) requisites are met: 1. a favourable decision has been acquired before the Discipline Board, and a 2. timely appeal be filed before the Scholarship Committee Scholarship, the latter shall conduct review of the appealed case and shall render decision whether or not to affirm the decision of the Scholarship Office.
11. Grounds for the mentioned acts are stipulated in the University Student Handbook
12. Provisions for appeal to the University Discipline Board are also written in the Univ. Student Handbook.

\_\_\_\_\_  
SIGNATURE OF STUDENT OVER PRINTED NAME  
DATE: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PARENT OVER PRINTED NAME  
DATE: \_\_\_\_\_



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