

Applicant Details			
Name			
Home Address			
Home Telephone			
Mobile Number			
Civil Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widowed		
Employment Details	Employee No.	Date of Employment	Position
	Performance Appraisal Rating (Last Three Years) 1. _____ 2. _____ 3. _____		Group/Unit
TIN			
Passport No.			
Date/Place Issued			
Amount of Loan Applied For		Date of Application	
Purpose of Loan <input type="checkbox"/> Part-time Study <input type="checkbox"/> Full-time Study		Term of Loan (max of 5 yrs at 3% per annum)	
Details of the Course/Program			
Course/Program Name			
Educational Institution/ Course Provider			
Length of the Course/ Program			
Degree/Diploma/ Certification to be gained after the Course/ Program			
Study Leave required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Length of Study Leave	From _____ To _____
Employee's Signature _____ Date _____			
Reviewed and approved by:			
Immediate Supervisor	Date	Group Head's Signature	Date

Accounting Verification	
Outstanding balance of existing study loans (if any)	
Date of last availment	
Term of payment	
Verified by	
Strategic Human Resources Review/Approval	Reviewed by
Is net take home pay within requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date
Recommendation	Recommended by
<input type="checkbox"/> Entitled <input type="checkbox"/> Not Entitled	Date
Approved Loan Amount:	
Approved by	
Chief Human Resources Officer	Date

CHECKLIST OF REQUIREMENTS

Degree Programs/Certificate Courses

- ☐ Duly accomplished loan application form
- ☐ Acceptance letter from college/university indicating:
 - Course
 - Degree or certificate to be earned at the end of the program
- ☐ Course curriculum indicating
 - Courses covered
 - Length of the program
- ☐ Projected costs (provided and signed by college/university or training institution)

Short Courses

- ☐ Course details
- ☐ Information on training institution/provider
- ☐ Course fees (provided and signed by the training institution)

STUDY LOAN PROMISSORY NOTE

For value received, I/We promise to pay Ayala Corporation at its office in Makati City, the sum of _____ (P _____), Philippine Currency, payable in equal, consecutive, semi-monthly amortization, with interest at the rate of THREE PERCENT (3%) per annum, as shown in the amortization table attached hereto and marked as "Annex A" hereto.

PROVIDED however, that in case of default in the payment of two (2) consecutive amortization of the installments as and when the same become due, the total principal sum remaining unpaid, shall at once become due and payable without necessity of demand.

It is further agreed, that in case of default as provided for in the preceding paragraph, I/We agree to pay the additional sum equivalent to twenty percent (20%) of the amount due and unpaid but in no case less than Ten Thousand Pesos (P10,000.00) as and by way of attorney's fees, whether actually incurred or not, besides any costs and disbursements taxable under the law.

It is understood that the loan covered by this Promissory Note was granted to me/us by Ayala Corporation as a privilege in consideration of my employment with the Company. The approved policy of said Corporation of this loan is therefore deemed incorporated herein and deemed as an integral part hereof.

In the event of separation/resignation from Ayala Corporation, the Company reserves the option to require immediate payment or to allow the restructuring of the loan balance then outstanding under commercial terms on short, medium, or long-term basis.

Should the borrower's employment in Ayala Corporation be terminated for cause, the entire loan or any balance thereof automatically becomes immediately demandable, and the entire amount payable, including accrued interest, shall then earn interest at the prevailing commercial interest rate until fully paid. In such a case, this note shall serve as an authority by the employee-borrower for the remaining unpaid obligation should such payment/application be insufficient to cover the whole outstanding loan.

Makati City, Philippines, _____

Employee

With Marital Consent:

Spouse

SIGNED IN THE PRESENCE OF:

Approved by:

Chief Human Resources Officer