# Applying for Financial Assistance Checklist

<table>
<thead>
<tr>
<th>No.</th>
<th>Procedures</th>
<th>Check if Complete</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Must complete both pages of Financial Request Form (REQ001) (White-outs may not be accepted).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Must obtain the School official signature AND school seal on Section E of REQ001.</td>
<td></td>
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<tr>
<td>3</td>
<td>Must attach a copy of a birth-certificate (Required for all first time applicants)</td>
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<tr>
<td>4</td>
<td>Must attach a copy of your current Palau passport.</td>
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<tr>
<td>5</td>
<td>Must provide the most current official transcript(s). (If enrolled in multiple colleges, provide official transcripts from all colleges.)</td>
<td></td>
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<tr>
<td>6</td>
<td>Must provide an acceptance letter to an accredited post-secondary institution as a full-time student if a high school graduate or a new or transfer student. If school is not in the USA or is unfamiliar, student must provide proof of accreditation by the appropriate accreditation in the respective country.</td>
<td></td>
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<tr>
<td>7</td>
<td>If a returning student (absence of at least a semester, a quarter or longer), must provide a copy of a college approved re-admittance form or a copy of a readmit letter.</td>
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<tr>
<td>8</td>
<td>Must declare a major/field of study. PNSB will NOT fund a student who does not declare a major.</td>
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<tr>
<td>9</td>
<td>If applying as a junior or senior in college, must attach documented proof from the school indicating class level of at least a junior or senior.</td>
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<tr>
<td>10</td>
<td>Must provide proof of physical residency of parents/legal guardians if applicant graduated from a high school outside of the Republic of Palau. (RPPL 7-13)</td>
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<tr>
<td>11</td>
<td>After submission of the above items &amp; before the deadline, follow up to make sure your file is complete.*** PNSB will not issue reminders.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>To claim your award, you may pick up or authorize someone to pick up by submitting your request in writing. Awards may also be mailed upon request.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Fall awards not claimed by December 1st will be cancelled. Spring awards not claimed by May 1st will be cancelled.</td>
<td></td>
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</tr>
</tbody>
</table>

**DEADLINE DATE: JULY 31st OF EACH YEAR**

***Deadline for submitting the financial request form (REQ001) and all supporting documents is July 31 of each year. All documents are required to be at the Palau National Scholarship Office no later than July 31 of each year. However, PNSB will consider applications and supporting documents that are postmarked on or before July 31 and received within thirty (30) calendar days after the deadline.

**OTHER PNSB DEADLINES:**

- **APRIL 30th** - colleges in the Philippines (Postmark not applicable)
- **NOVEMBER 30TH** - colleges in the southern hemisphere such as Australia, New Zealand (Postmark not applicable)

*** PNSB will NOT issue reminders. All incomplete applications will be denied. Applicant is responsible for making sure application is complete.
## CRITERIA FOR SELECTING RECIPIENTS

The following criteria and guidelines are hereby established, pursuant to RPPL No. 3-46 and the PNSB Policies & Procedures, for use in awarding financial assistance.

### PALAU GRANT

1. Must be a Palauan citizen; Provide a copy of a birth certificate AND a valid Palau passport as proof of citizenship.
2. If applicant graduated from a high school outside of Palau, either or both parents or legal guardian of the recipient must physically reside in Palau at least 2 years prior to and during the award years. (RPPL 7-13)
3. Must be at least a high school graduate or have the educational equivalent thereto.
4. Must maintain full-time status**
5. Must complete all sections on front AND back of the Financial Request Form (REQ 001).
6. Must have a school official certify the financial need requested by signing & placing an official school seal on Section E of FORM REQ001.
7. Must submit a completed original application form & all required supporting documents by July 31st of each year.
8. If a high school graduate, provide the most current official transcript from the high school attended. If currently attending a college/university, provide the most current official transcript.***
9. Must have a minimum cumulative GPA as follows: High School Graduate - 3.0 or higher. Undergraduate Student - 2.5 or demonstrate satisfactory progress.
10. Limited to a period of not more than five years for undergraduate students. (While enrolled in 2-year colleges students CANNOT receive PNSB awards for more than 3 yrs.)
11. If awarded, recipient must sign a PNSB agreement that requires repayment of all funds received if recipient fails to return to ROP after completion of studies. (RPPL 7-13)

### PALAU SCHOLARSHIP

1. Must be a Palauan citizen; Provide a copy of a birth certificate AND a valid Palau passport as proof of citizenship.
2. If applicant graduated from a high school outside of Palau, either or both parents or legal guardian of the recipient must physically reside in Palau at least 2 years prior to and during the award years. (RPPL 7-13)
3. Must be at least a junior or senior in his/her undergraduate studies. *** Class level verification required.
4. Must maintain full-time status**
5. Must complete all sections on front AND back of the Financial Request Form (REQ 001).
6. Must have a school official certify the financial need requested by signing & placing an official school seal on Section E of FORM REQ001.
7. Must submit a completed original application form & all required supporting documents by July 31st of each year.
8. Provide the most current official transcript. If enrolled in multiple colleges, provide officials transcript from all.
9. Must have a cumulative GPA of 3.50, or has been accepted to or is currently enrolled in a college/university.
10. Limited to a period of not more than three years for junior or senior students. (SEE BACK FOR DETAILS ON PALAU SCHOLARSHIP)
11. If awarded, recipient must sign a PNSB agreement that requires repayment of all funds received if recipient fails to return to ROP after completion of studies. (RPPL 7-13)

### PALAU STUDENT LOAN

1. Must be a Palauan citizen; Provide a copy of a birth certificate AND a valid Palau passport as proof of citizenship.
2. If applicant graduated from a high school outside of Palau, either or both parents or legal guardian of the recipient must physically reside in Palau at least 2 years prior to and during the award years. (RPPL 7-13)
3. Must be at least a high school graduate or have educational equivalent thereto.
4. Must maintain full-time status**
5. Must complete all sections on front AND back of the Financial Request Form (REQ 001).
6. Must have a school official certify the financial need requested by signing & placing an official school seal on Section E of FORM REQ001.
7. Must submit a completed original application form & all required supporting documents by July 31st of each year.
8. If a high school graduate, provide the most current official transcript from the high school attended. If currently attending a college/university, provide the most current official transcript.***
9. Provide an acceptance letter to an accredited post-secondary institution as a full-time student if an applicant is a high school graduate, new or transfer student. Any absence from school (one semester or longer) student must provide a copy of an approved readmittance form or letter.
10. Must have a minimum cumulative GPA of 2.0, or have been accepted to graduate school or an all pass-rating or otherwise demonstrate satisfactory progress made in graduate study if already enrolled as a full-time student
11. Limited to a period of not more than five years for undergraduate students and 3 years for graduate students. (While enrolled in 2-year colleges students CANNOT receive PNSB awards for more than 3 yrs.)
12. If declared eligible, must sign promissory note and provide a cosigner (s) that must permanently reside in Palau with verifiable income.

**full-time status - Undergraduate student: QTR SYSTEM - 12 credits/quarter or 36 credits/academic year. SEMESTER SYSTEM - 12 credits/semester or 24 credits/academic year. Graduate student: SEMESTER - 6 credits/semester or 12/quarter, QUARTER SYSTEM - 6 credits/quarter or 18/academic year. If enrolled in summer school and wish to have your summer grades/credits considered to your eligibility review, you must make sure your grades are reflected on the official transcript being turned in by the deadline date.

***Must provide proof of class level (i.e. fresh, soph, jr, sr) by the School.

Note: PNSB will not fund students with undecided or undeclared majors. (PNSB Reg Article IV Section 8)

Revised Jan 2015
# Criteria for Palau Scholarship

**For Juniors / Seniors Only**

## Palau Scholarship

### Two Types of Palau Scholarship:
- **Full Scholarship:** (covers total educational expenses)
- **Partial Scholarship:** (intended to defray tuition expense)

### General Criteria for Palau Scholarship

1. Must be a Palauan citizen.
2. If applicant graduated from a high school outside of Palau, either both parents or legal guardian of the recipient must physically reside in Palau at least 2 years prior to and during the award years. (RPPL 7-13)
3. Must be at least a junior or senior in his/her undergraduate studies. Class level verification required.
4. Must maintain full-time status.**
5. Must complete all sections on front AND back of the Financial Request Form (REQ 001).
6. Must have a school official certify the financial need requested by signing & placing an official school seal on Section E of form REQ 001.
7. Must submit a completed original application form & all required supporting documents by July 31st of each year.
8. Provide the most current official transcript(s).
9. Provide an acceptance letter if the applicant is a transfer student.
10. Must have a cumulative GPA of **3.50**.
11. Limited to a period of not more than three years for junior or senior students.
12. If awarded, recipient must sign a PNSB agreement that requires repayment of all funds received if recipient fails to return to ROP after completion of studies. (RPPL 7-13)
13. Limited to a period of not more than 3 years.

### Full Scholarship

1. Must be a Palauan citizen, provide a copy of a birth certificate & copy of valid Palau passport.
2. If applicant graduated from a high school outside of Palau, either both parents or legal guardian of the recipient must physically reside in Palau at least 2 years prior to and during the award years. (RPPL 7-13)
3. Must be at least a junior or senior in his/her undergraduate studies. Class level verification required.
4. Provide an official transcript along with all other required supporting documents.
5. Cumulative GPA must be at least **3.50**.

### Partial Scholarship

1. Must be a Palauan citizen, provide a copy of a birth certificate & copy of valid Palau passport.
2. If applicant graduated from a high school outside of Palau, either both parents or legal guardian of the recipient must physically reside in Palau at least 2 years prior to and during the award years. (RPPL 7-13)
3. Must be at least a junior or senior in his/her undergraduate studies. Class level verification required.
4. Provide an official transcript along with all other required supporting documents.
5. Cumulative GPA must be at least **3.50**.
6. Special Consideration given to applicants majoring in priority field i.e. Medicine, Law, Engineering, Education and Special Education. (RPPL 9-37)
7. Must attend an accredited or recognized post-secondary institution in any region.
8. Award is based on cost of education.
9. Awards may be paid through the school.
10. Awards to student may be paid in multiple increments throughout the school year.
11. A recipient of this full scholarship cannot be a recipient of another scholarship at the same time.
12. Number of awards subject to availability of funds.
13. Limited to a period of not more than 3 years.

**PS:** Revised Jan 2015
# Financial Assistance Request Form

**Palau National Scholarship Board**

**PO Box 1608, Koror, Palau 96940**

**Tel No. (680) 488-3608**  **Fax No. (680) 488-3602**  **Email: pnsb@palaunet.com; www.pnsb.org**

**Note:** Complete all sections legibly to be considered (white-outs may not be accepted)

## Section A: Personal Information

1. **Last Name**

2. **First Name & M.I.**

3. **Mailing Address (PO Box, St., City, State, Zip)**

4. **Telephone**

5. **Gender**

6. **Date of Birth**

7. **Age**

8. **Place of Birth**

9. **Citizenship**

10. **Name of Parents or Legal Guardian**

11. **Current Address of Parents or Legal Guardian**

12. **Years at current address**

## Section B: Educational Information

13. **Name & Address of High School Graduated from (Required)**

14. **Date of Graduation or Expected Date of Graduation (Month/Year)**

15. **Date Transcript Requested**

16. **Name & Address of University or College applying to or currently attending (for all applicants)**

17. **Name & Address of Any prior College, if different from above (for all applicants)**

18. **Cumulative GPA**

19. **Credits Earned**

20. **Credits Remaining for Graduation**

21. **School Year**

22. **Field of Study**

23. **Term(s):**

   - Fall
   - Winter
   - Spring

24. **College Level:**

   (i.e. freshmen, sophomore, etc.)

   *Must attach proof of college level if jr/sr*

## Section C: Financial Information (Please complete back of form & bring total to the front)

17. **Total Educational Expenses** (Detail on back of form Item No. 17-F)

18. **Total Financial Aid Available** (Detail on back of form Item No. 18-E)

19. **Total Financial Assistance Requested** (Item 17-F minus 18-E)

## Section D: Student Certification & Identification of the Type of Financial Assistance Sought

In accordance to PNSB Regulation Article V, Section 4 (d) (ix), by accepting financial assistance from PNSB, I waive the application of the Statue of Limitation with respect to PNSB’s collection claims. I agree to return to PALAU & WORK following completion of my studies or else I will be **required** to pay back all PNSB funding I received. Furthermore, by signing this application, I agree to all the terms and conditions of the PNSB programs, all PNSB Regulations and that my name may be released or published if awarded.

I certify that the information I have provided is all true and I hereby apply for:

- **Amount of $**

  (Item 19)

  for the Academic Year

  Semesters(s)

I wish to be considered for the following programs (check one or more box):

- [ ] Palau Grant (undergraduate only)*
- [ ] Palau Scholarship (junior/senior college standing) *
- [ ] Palau Student Loan**(all level)**

**Note:** Awards may be made for other programs not indicated

* MUST SIGN AGREEMENT

** MUST SIGN PROMISSORY NOTE

** CO-SIGNER REQUIRED

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**Signature of Applicant**  

**Date**  

**Continued on back page**
### SECTION C: FINANCIAL INFORMATION (Complete all sections legibly, white-outs may not be accepted)

#### 17. ESTIMATED EDUCATIONAL EXPENSES: (Per Academic Year) (PNSB WILL NOT FUND PERSONAL/TRANSPORTATION COST)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Testing/Application Fees</td>
<td></td>
</tr>
<tr>
<td>B. School Tuition/Fees</td>
<td></td>
</tr>
<tr>
<td>C. Books &amp; School Supplies</td>
<td></td>
</tr>
<tr>
<td>D. Room &amp; Board</td>
<td></td>
</tr>
<tr>
<td>E. Other instructional materials/insurance, etc.</td>
<td>1,000.00</td>
</tr>
</tbody>
</table>

**F. TOTAL EDUCATIONAL EXPENSES (Sum of 17-A to 17-E) (Bring total to front)**  

$ 

#### 18. ESTIMATED FINANCIAL AID RESOURCES: (Per Academic Year)

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Personal Funds (Cash, Savings, etc.)</td>
<td></td>
</tr>
<tr>
<td>B. Earnings while in College, including summer earnings, research asst., (not inc. WS)</td>
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<tr>
<td>C. Parental Support</td>
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<tr>
<td>D. Pell Grant (Enter X if you have applied, but do not know amount of award at this time)</td>
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</tr>
<tr>
<td>E. Supplemental Education Opportunity</td>
<td></td>
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<tr>
<td>F. Other grants, fellowships, sponsorships, scholarships, discounts, etc. (specify)</td>
<td></td>
</tr>
</tbody>
</table>

**G. TOTAL FINANCIAL AID AVAILABLE (Sum of 18-A to 18-G) (Bring total to front)**  

$ 

### 19. TOTAL FINANCIAL ASSISTANCE REQUESTED (Item 17-F minus 18-G)

**SECTION E: CERTIFICATION** (Have your school official review, sign **AND** seal this form for completion and accuracy). I have reviewed this form and believe that the information contained herein is true and accurate. The applicant has been accepted into the program or is presently enrolled in our school, is in good standing, and a full-time student in a certificate or degree program. **New &/or transfer students must attach cost sheet.**

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**SIGNATURE OF SCHOOL OFFICIAL AND SCHOOL SEAL**  
**TITLE**  
**DATE**

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**Revised Jan 2015**