



Applicant's Name _____ Degree Program _____
 Name of Sponsoring Organization _____
 Address of Sponsoring Organization _____

We, the above sponsoring organization, hereby authorize the Adventist International Institute of Advanced Studies to arrange for the most direct and economical return air fare/trip of the above sponsored student and family (as the case may be) from Manila to _____ right after he/she finishes the above degree program. We guarantee the immediate payment of all accounts the above-mentioned student shall incur with the Institute, which remains after he/she has left the Institute. This guarantee also includes the student's monthly school expenses or as indicated below.

	PERCENT (%)		PERCENT (%)
1. Tuition and Other Fees Per Semester		9. Educational Aid for Children	
2. Textbooks (please indicate if there is a limit)		10. Medical, Dental, Optical Allowance (per policy 75% & 90%)	
3. Immigration Expenses		11. House Rental	
4. Project/Thesis/Dissertation (SSD Policy Master's \$900, Doctoral \$1,300)		12. Travel Expenses from the Point of Origin to AIAS (except airfare and per diem)	
5. Computer Allowance. Kindly indicate the amount (SSD Policy is US\$500.00)		13. Outfitting Allowance Suggestion: Single US\$ 100.00 Family US\$ 200.00 Other Division:	
6. Academic Regalia. If the student wished to purchase an Academic Regalia set, are you willing to pay for it?		14. Freight Allowance Suggestion: Single up to 575 lbs/262 kg. Family up to 1,000 lbs/455 kg. Note: To follow SSD Policy, see below.	
7. Stipend. Please indicate the amount if you wish not to follow the SSD policy for a stipend. Note: SSD wage factor for 2024 is Php41,000.00.		15. Electric and Water Bills. Please indicate the amount. Note: The SSD policy does not cover as such.	
8. Cost of Living Allowance for 2024. The SSD Policy is Php6,500.00 per month.		16. Other Allowance(s)	

Name of Committee/Board, Official Action Number, and Date

Printed Name and Signature of Approving Officer
(Administrator/Exec. Secretary/Treasurer)

**Southern Asia-Pacific Division (SSD) POLICY
Financial Remunerations**

All upgrading employees shall receive the following financial remunerations:

- I. Stipend – The stipend that does not require receipts is composed of:
 - a. A monthly living allowance equal to the product of the employee's latest wage percentage before upgrading multiplied to the wage factor of the area where the school is located. However, the stipend should not be established at a rate of less than 70% or more than 100% during the upgrading period. Furthermore, the stipend shall also include a prorated 13th-month pay or Christmas gift where applicable.
 - b. A cost-of-living allowance will be given under applicable unions at a flat rate.
 - c. Rent allowance is as follows:
 - For upgradees renting in church-owned apartments, 10% of the stipend will be deducted and applied to the rental cost of church-owned housing. The institution may charge the Bursary Fund the difference between the 10% student contribution and the rental value of the housing as set by the institution. In no case shall the rental value exceed 40% of the wage factor.
 - For upgradees renting in commercial apartments, Bursary-shouldered rent will be the difference between the applicable Union's rent ceiling and 10% of the stipend of the upgradee.
- II. The remuneration center will verify remuneration report stipends, receipted expenses, tuition and textbook costs, then send these items to the SSD Education Department, which will instruct the SSD treasury to release funds back to the remuneration centers

Dissertation/Thesis/Project. An allowance for assistance in the preparation of a dissertation/thesis/project are designated as follows:

Dissertation preparation for Doctoral or EdS. degree = US\$1,300

Thesis/project preparation for Master's degree = US\$900

Doctor on Ministry degree thesis/project = US\$900

Freight Allowance. The following allowances shall be provided for all bursary/educational aid recipients to cover books or personal items that they need to take back to their homeland, excluding customs clearance expenses:

International - married with family: US\$400.00 for husband and wife and US\$50.00 for each child up to two children only.

- unmarried or sent as married without accompanying family: US\$200.00

Inside the homeland - married with family: US\$150.00 for husband and wife and US\$25.00 for each child up to two children only.

- unmarried or sent as married without accompanying family: US\$100.00