

# AIAS SDA SPONSORSHIP AUTHORIZATION FORM



Applicant's Name \_\_\_\_\_ Term/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's 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 point of origin to the AIAS (except air fare and per diem)	
5. Computer allowance (please indicate the amount)		13. Outfitting allowance Suggestion: Single US\$ 100.00 Family US\$ 200.00 Other Division:	
6. Gown (if the student wishes to purchased a gown, 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. Other Division:	
7. Stipend (if you wishes not to follow the SSD policy for stipend please indicate)		15. Other allowance(s)	US\$ ____
8. Cost of Living Allowance (SSD Policy - P5,000.00 per month)			

Official Action Number and Date

Name of Committee/Board  
Approving this guarantee

Secretary/Treasurer/Administrator  
Please print name and sign

\_\_\_\_\_

P.O. Box 038, Silang 4118, Cavite, Philippines ☎ [63] (46) 414-4305/321 ☎ Fax: [63] (46) 414-4305/310 ✉ E-Mail: [admissions@aiias.edu](mailto:admissions@aiias.edu) 🌐 Website: [www.aiias.edu](http://www.aiias.edu)

## Southern Asia-Pacific Division (SSD) POLICY

### Financial Remunerations

- a. All upgrading employees shall receive the following financial remunerations:
  - (1) **Stipend** – The stipend, for which no receipts are required, 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 in which the school is located. However, in no case shall the stipend be established at a rate less than 70% or more than 100% during the upgrading period. Furthermore, the stipend shall also include a prorated 13<sup>th</sup> 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:
      - 1) 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.
      - 2) For upgradees renting in commercial apartments, Bursary-shouldered rent will be the difference between the applicable Union's rent ceiling and 10% of stipend of the upgradee.
  - (2) 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 shall be given 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