



APPLICATION FORM AND WAIVER FOR  
YGC/AYALA PROMOTIONAL DISCOUNT FOR  
MASTERS AND DOCTORATE PROGRAMS

Document No.: FM-SF-14-00

Effective Date: July 13, 2026

**APPLICANT'S INFORMATION AND WAIVER FOR YGC/AYALA PROMOTIONAL DISCOUNT**

**EMPLOYEE NAME**

Family Name

Given Name/s

Middle Name

**COMPANY NAME/BRANCH**

**POSITION**

**STUDENT NUMBER IN MAPUA**

**PROGRAM/YEAR OF STUDY**

**TERM & SY APPLIED FOR**

**DATE OF APPLICATION**

**REQUIREMENTS FOR APPLICATION**

1. The employee should have already completed his/her application for admissions.
2. The employee must submit this accomplished application form and waiver together with the certification (second page of this form) from the HRD Head that the applicant is a permanent employee of good standing with the company;
3. For new students, this accomplished application form should be submitted together with the following:
  - a. Photocopy of the applicant's PSA-issued Birth Certificate
  - b. Certificate of Transfer Credentials (CTC) or Honorable Dismissal
  - c. Photocopy of the applicant's Transcript of Records (TOR)
  - d. Employee ID
  - e. Certificate of Employment (COE), preferably issued within one (1) week prior to submission

**TERMS AND CONDITIONS**

1. A 25% discount on tuition and laboratory fees (excluding miscellaneous fees, penalties, and other charges) shall be granted to eligible MS/PhD students under this program.
2. The YGC/Ayala Promotional Discount offered to employees of participating YGC/Ayala member companies is a marketing initiative of Mapúa University intended to support its admissions campaign. Mapúa University reserves the right to modify, suspend, or discontinue the program at any time without prior notice.
3. The discount shall cease to apply if the applicant becomes the subject of disciplinary action, resigns from employment, or otherwise ceases to be officially connected with the company covered by the tuition fee discount program.
4. The discount is applicable only to the prescribed number of units required under the student's original program of admission. Any excess units taken beyond the prescribed curriculum, including those resulting from a change of program, shall not be covered by the discount.
5. The promotional discount is subject to renewal every enrollment period/academic term. It is the responsibility of the employee/student to renew the discount and submit all required documents within the prescribed deadlines for each enrollment period. Failure to renew the discount or submit the necessary requirements on time may result in the non-application, suspension, or forfeiture of the discount for the corresponding term.
6. This promotional discount cannot be combined with any other scholarship, grant, or discount program offered by Mapúa University.
7. Mapúa University reserves the right to verify the applicant's eligibility and request additional supporting documents whenever necessary. Continued eligibility for the discount shall be subject to compliance with all applicable program requirements, policies, and procedures.

**WAIVER**

I hereby certify that all information and supporting documents submitted in connection with this discount application are true, correct, and complete to the best of my knowledge. I fully understand that should any information or document be subsequently found to be false, misleading, or fraudulent, I shall be obligated to reimburse any discount granted to me under this application, without prejudice to any administrative sanctions or disciplinary actions that Mapúa University may impose in accordance with the provisions of the Student Handbook.

I likewise acknowledge that I have read, understood, and agreed to the terms and conditions of the discount program. I understand that this benefit is granted as an incentive exclusively for qualified regular YGC/Ayala employees covered by the program and may be modified, suspended, or discontinued at any time at the discretion of the University, without prior notice.

\_\_\_\_\_  
Signature over Printed Name of YGC/Ayala Employee

**IMPORTANT:** This form/waiver should be fully accomplished and submitted to the Human Resource Department of Mapua University prior to enrolment for the term applied for. Failure to do so would mean disapproval of the application for the YGC/Ayala Promotional Discount.

**HRD CERTIFICATION**

This is to certify that \_\_\_\_\_ is a regular employee of good standing of \_\_\_\_\_.

Total No. of Units of the Enrolled Program: \_\_\_\_\_ Total No. of Units Taken: \_\_\_\_\_ Total No. of Remaining Units: \_\_\_\_\_  
Current Enrolled Program: \_\_\_\_\_ First Program Enrolled: \_\_\_\_\_

**Verified by:**

**Endorsed by:**

\_\_\_\_\_  
**HRD Head/Manager / Date**

\_\_\_\_\_  
**Mapúa HRD Manager / Date**

