



# Frontline Services

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*Determination of Outstanding Balance for Scholars*

FINANCE SERVICES

# Determination of Outstanding Balance for Scholars

## Schedule of Availability of Service

Monday to Friday  
8:00am – 5:00pm

## Who may avail of the Service:

ISU Scholars

## What are the requirements:

School ID

## Duration:

**Three (3) minutes**

## How to avail of the Service:

Step	Applicant/Client	Office Activity	Duration of Activity	Person In-Charge
1	Present valid student ID	<ul style="list-style-type: none"> <li>○ Check if the student is included in the master list of approved scholarship grant with sponsors/benefactors</li> <li>○ Open the SIAS automated student ledger</li> <li>○ Determine if balance is not more than the amount to be paid by the scholarship benefactor otherwise, the student is not allowed to enroll, if ok, click “allow to enroll”</li> </ul>	<b>3 minutes</b>	Deliarina Pintang Randy Gaffud

End of Transaction (Accounting)