



Office of the  
University Registrar

**Table of Fees**  
**Academic Year 2017-2018**

New Student Fees	Fees Charged to Students			Fund Allocation	Purpose of the Fee	Frequency of Assessment	Student Group Assessed	Academic Year Implemented
	Undergraduate Studies	Graduate Studies	JD					
Matriculation	✓	✓	✓	General Fund	Processing and documentation of student's records (setting up of student's records in the University's Student Information System [animo.sys])	Student's First Term of Entry ONLY	ALL New Students	
Orientation	✓	✓	✓	Office of the Dean of Student Affairs (DSA)	[UG] A two-day Lasallian Personal Effectiveness Program (LPEP) and Freshman Orientation  To defray expenses (food and facilitator's honorarium)  [GS] For the conduct of the Institutional Orientation Program for New Graduate Students	Student's First Term of Entry ONLY  If the student fails to complete the program, he/she must re-enroll until it is completed	ALL New Students	(GS) AY 2006-2007

New Student Fees	Fees Charged to Students			Fund Allocation	Purpose of the Fee	Frequency of Assessment	Student Group Assessed	Academic Year Implemented
	Undergraduate Studies	Graduate Studies	JD					
DLSU Social Formation & Engagement	✓	N/A	N/A	Center for Social Concern and Action (COSCA)	In support of the Special Projects of COSCA	Student's First Term of Entry ONLY	ALL New Students	Renamed from Social Action Fee starting AY 2016-2017
Achiever's Fund	✓	N/A	N/A	Office of the Dean of Student Affairs	Developmental projects in sports and extra-curricular activities	Student's First Three Terms in the University	ALL New Students	AY 1994 - 1995

Miscellaneous	Fees Charged to Students			Fund Allocation	Purpose of the Fee	Frequency of Assessment	Student Group Assessed	Academic Year Implemented
	Undergraduate Studies	Graduate Studies	JD					
Trimestral Registration	✓	✓	✓	General Fund	In support of enrollment activities	Every Term Enrolled	ALL students	AY 1981-1982
Student Services	✓	✓	✓	General Fund (with allocation to Student Activities and Student Publications)	[UG] In support of Student Activities (USG, CSO) and Student Publications (APP, TLS, Malate, The Archer's Network, The Tripod Society, Green Giant FM)  [GS] In support of the Graduate Student Councils	Every Term Enrolled	ALL students	
Athletics	✓	✓	✓	General Fund	In support of the University's sports program and for the procurement of sports equipment.	Every Term Enrolled	ALL students	
Student Materials & Forms	✓	✓	✓	Office of the University Registrar (OUR)	Procurement of exam booklets/answer sheets	Every Term Enrolled	ALL students	
Medical/Dental	✓	✓	✓	Health Services Office (HSO)	In support of the operations of the University Health Services Office (HSO)	Every Term Enrolled	ALL students	
Library	✓	✓	✓	The Libraries	In support of the operations of The Libraries (procurement of books and e-books; payment for journal subscriptions)	Every Term Enrolled	ALL students	

Miscellaneous	Fees Charged to Students			Fund Allocation	Purpose of the Fee	Frequency of Assessment	Student Group Assessed	Academic Year Implemented
	Undergraduate Studies	Graduate Studies	JD					
Information and Communication	✓	✓	✓	Information and Technology Services	Internet fee subscription and maintenance of network infrastructure	Every Term Enrolled	ALL students	
Insurance	✓	✓	✓	Accounting Office	Actual cost of student insurance premium	Every Term Enrolled	ALL students	
Museum Fee	✓	✓	✓	The Museum	In support of the operations of the Museum	Every Term Enrolled	ALL students	AY 2003-2004
ID Validation	✓	✓	✓	Office of the University Registrar	For the upkeep of the ID and access control system	Every Term Enrolled	ALL students	

Special Fees	Fees Charged to Students			Fund Allocation	Purpose of the Fee	Frequency of Assessment	Student Group Assessed	Academic Year Implemented
	Undergraduate Studies	Graduate Studies	JD					
International Student Fee	✓	✓	✓	External Relations and Internationalization Office (ERIO)	In support of the operations and activities of the International Center (IC)	Every Term Enrolled	Assessed only for International Students	AY 2006-2007
Alumni Fee	✓ (ID 115 and below)	N/A	N/A	De La Salle Alumni Association	Amount is remitted to DLSAA in support of their activities (amount is set by DLSAA)	Every Term Enrolled from the Third Year Onwards	ALL students	
PUSO	✓	N/A	N/A	Parents of University Students Organization (PUSO)	Amount is remitted to PUSO in support of their activities (amount is set by PUSO)	Every Term Enrolled	ALL students	

Development Fees	Fees Charged to Students			Fund Allocation	Purpose of the Fee	Frequency of Assessment	Student Group Assessed	Academic Year Implemented
	Undergraduate Studies	Graduate Studies	JD					
Extension Campus Development Fee	N/A	✓	N/A	Depository Fund	Help defray rental cost for Makati Extension Campus (MEC) and maintenance of BGC Extension Campus	When enrolled in a course taken in the Extension Campus	Students from RVRCOB	AY 2008-2009
MBA-JD Development Fee	N/A	✓	N/A	Depository Fund	To build up the Library Collection (Law books)	Every Term Enrolled	Students under the MBA-JD program	AY 2008-2009

Laboratory Fees	Fees Charged to Students			Fund Allocation	Purpose of the Fee	Frequency of Assessment	Student Group Assessed	Academic Year Implemented
	Undergraduate Studies	Graduate Studies	JD					
Advertising Laboratory	✓	N/A	N/A	Depository Fund	Maintenance and upgrade of the Photo Laboratory	When enrolled in Advertising Laboratory course	ALL students	
Decision Sciences and Innovation Laboratory	✓	N/A	N/A	Depository Fund	Maintenance and upgrade of the Business Incubator (facility was set-up in compliance with CHED Memo Order)	When enrolled in Laboratory course	ALL students	AY 2008 - 2009
Communication in Writing	✓	N/A	N/A	General Fund	Maintenance and upgrade of the English Language Laboratory.	When enrolled in ENGLCOM	ALL students	
Math Exercises	✓	N/A	N/A	General Fund	Maintenance and upgrade of the software used in GCOE and CCS Algebra / Trigonometry class.	When enrolled in Algebra/ Trigonometry course	CCS and GCOE students	
Computer Laboratory	✓	✓	N/A	Depository Fund	Maintenance and upgrade of computer laboratories.	For CCS, every term; for other colleges, when enrolled in Laboratory course	ALL students	
Computer Tech Laboratory	✓	N/A	N/A	Depository Fund	Maintenance and upgrade of the Computer Laboratories	When enrolled in Computer Laboratory course	CS-CSE & CS-NE students	
Science Laboratory	✓	✓	N/A	Depository Fund	Maintenance and upgrade of laboratory equipment and facilities in the Science Laboratories.	When enrolled in a Science Laboratory course	ALL students	

Laboratory Fees	Fees Charged to Students			Fund Allocation	Purpose of the Fee	Frequency of Assessment	Student Group Assessed	Academic Year Implemented
	Undergraduate Studies	Graduate Studies	JD					
Advertising Laboratory	✓	N/A	N/A	Depository Fund	Maintenance and upgrade of the Photo Laboratory	When enrolled in Advertising Laboratory course	ALL students	
G.E. Natural Science Laboratory	✓	N/A	N/A	Depository Fund	Maintenance and upgrade of laboratory equipment.	When enrolled in a General Education Science Laboratory course	ALL students	AY 2007 - 2008
Molecular Biology Laboratory	✓	✓	N/A	Depository Fund	Maintenance and upgrade of the Molecular Biology Laboratory	When enrolled in Molecular Biology Laboratory course	ALL students	
Microbiological Research Lab	✓	✓	N/A	Depository Fund	Maintenance and upgrade of the Microbiology Laboratory	When enrolled in THSBIO2 or Graduate Special Problems course	ALL students	AY 2014 - 2015
Engineering Laboratory	✓	✓	N/A	Depository Fund	Maintenance and upgrade of laboratory equipment and facilities in the Engineering Laboratories.	When enrolled in an Engineering Laboratory course	ALL students	
Language Laboratory	✓	N/A	N/A	Depository Fund	Maintenance and upgrade of the English Language Laboratory	When enrolled in Language course	ALL students	
Communication Arts Laboratory	✓	✓	N/A	Communication Arts Department	Maintenance and upgrade of the Communication Arts Laboratories.	When enrolled in Communication Arts course	ALL students	
Psychology Laboratory	✓	✓	N/A	Depository Fund	Maintenance and upgrade of the Psychology Laboratory	When enrolled in Psychology Laboratory	ALL students	

Research Fees	Amount			Fund Allocation	Purpose of the Fee	Frequency of Assessment	Student Group Assessed	Academic Year Implemented
	Undergraduate Studies	Graduate Studies	JD					
Validating Exam	N/A	✓	N/A	Depository Fund	Honorarium for Examiner / Checker of Validating Exam	As scheduled in student's flowchart	MBA Students	
IT Workshop Fee	N/A	✓	N/A	Depository Fund	For the zero-unit IT workshop course	Only if needed	MBA Students	
Refresher	N/A	✓	N/A	Depository Fund	For the zero-unit Refresher Course(s) in the MBA program	Only if needed	MBA Students	
Written Comprehensive Exam (WCE)	N/A	✓	747.00	Depository Fund	Honorarium for WCE Examiner(s) and/or Checker(s)	As scheduled in student's flowchart	ALL students	
Oral Comprehensive Exam	N/A	✓	N/A	Depository Fund	Honorarium for OCE Panelists	As scheduled in student's flowchart	ALL students	
Research Supervision	N/A	✓	✓	Depository Fund	Thesis / Dissertation Mentoring Fee	As scheduled in student's flowchart	ALL students	
Practicum/ Internship (Masters)	N/A	✓	N/A	Depository Fund	Practicum / Internship Mentoring Fee	As scheduled in student's flowchart	BAGCED, CLA, and GCOE Students	
Practicum/ Internship Doctoral)	N/A	✓	N/A	Depository Fund	Practicum / Internship Mentoring Fee	As scheduled in student's flowchart	BAGCED, CLA, GCOE, SOE and RVRCOB Students	
Thesis/Dissertation Proposal Defense	N/A	✓	✓	Depository Fund	Honorarium (and food) for Panel Members	As scheduled in student's flowchart	ALL students	
Thesis/Dissertation Final Defense	N/A	✓	✓	Depository Fund	Honorarium (and food) for Panel Members	As scheduled in student's flowchart	ALL students	



Other Fees	Fees Charged to Students			Fund Allocation	Purpose of the Fee	Frequency of Assessment	Student Group Assessed	Academic Year Implemented
	Undergraduate Studies	Graduate Studies	JD					
NSTP Fee	✓	✓	N/A	COSCA / ROTC	As mandated by Section 8 of R.A. 9163 also known as the National Service Training Program (NSTP) Act of 2001.	Students enrolled in CWTS 1 & 2 / ROTC 1 & 2 / LTS 1 & 2	ALL students	AY 2002-2003
ID Card (New)	✓	✓	✓	Office of the University Registrar	ID supplies	For NEW students and replacement of lost ID	ALL students	
Returnee Fee	✓	✓	✓	Office of the University Registrar	For students who did not officially file a request for LOA	Only if needed	ALL students	
LASARE1	✓	N/A	N/A	Lasallian Pastoral Office (LSPO)	To defray expenses (food, materials, and facilitator honorarium) incurred during recollections / retreats	As scheduled in student's flowchart	ALL students	
LASARE2	✓	N/A	N/A	Lasallian Pastoral Office (LSPO)	To defray expenses (food, materials, and facilitator honorarium) incurred during recollections / retreats	As scheduled in student's flowchart	ALL students	
LASARE3	✓0	N/A	N/A	Lasallian Pastoral Office (LSPO)	To defray expenses (food, materials, and facilitator honorarium) incurred during recollections / retreats	As scheduled in student's flowchart	ALL students	AY 2013 - 2014
LAWREC1/2/3	N/A	N/A	✓	Lasallian Pastoral Office (LSPO)	To defray expenses (food, materials, and facilitator honorarium) incurred during recollections / retreats	As scheduled in student's flowchart	COL Students	AY 2013 - 2014

Other Fees	Fees Charged to Students			Fund Allocation	Purpose of the Fee	Frequency of Assessment	Student Group Assessed	Academic Year Implemented
	Undergraduate Studies	Graduate Studies	JD					
Physical Exam	✓	✓	✓	Health Services Office (HSO)	To support the conduct of the Annual Physical Exam	ALL students enrolled during Third Term	ALL students	AY 2014 - 2015
Drug Testing	✓	N/A	N/A	Health Services Office (HSO)	In support of RA	Every Third Term	ID 116 and 115 only	AY 2017 - 2018
Legal Aid Clinic	N/A	N/A	✓	Depository Fund	To support the operations of the Legal Aid Clinic	Every Term Enrolled	COL Students	AY 2013 - 2014
Bar Operations	N/A	N/A	✓	Depository Fund	In support of the preparations for the Bar Examinees	Every Term Enrolled	Students from COL	AY 2013 - 2014
Thesis Defense	✓	N/A	N/A	Depository Fund	To defray expense for snacks during UG thesis defense	As scheduled in student's flowchart	ALL students	
Art in Action	✓	N/A	N/A	Culture and Arts Office (CAO)	To defray expenses of the Art in Action program	As scheduled in student's flowchart (HUMAART & FTDANCE) plus KASPIL1, KASPIL2, and HUMALIT	ALL students	AY 2013 - 2014  Three courses added for AY 2015-2016
TREDTWO Community Service Program	✓	N/A	N/A	CLA - TRED	To defray expenses incurred in the conduct of Community Service	As scheduled in student's flowchart	ALL students	AY 2013 - 2014
Adolescent Personality Assessment	✓	N/A	N/A	Office of Counseling and Career Services (OCCS)	For the conduct of the Adolescent Personality Test	Student's First Three Terms in the University	ALL students	AY 2013 - 2014
IPERSEF	✓	N/A	N/A	Office of the Dean of Student Affairs (DSA)	To defray expenses incurred in the conduct of the IPERSEF module for graduating students	As scheduled in student's flowchart	ALL students	AY 2013 - 2014

Other Fees	Fees Charged to Students			Fund Allocation	Purpose of the Fee	Frequency of Assessment	Student Group Assessed	Academic Year Implemented
	Undergraduate Studies	Graduate Studies	JD					
Exchange Student Fee	✓	N/A	N/A	Depository Fund	In support of the operations and activities of the International Center (IC)	Only if needed	Students enrolled in an Exchange Program	