



APPLICATION FOR MANUAL DROPPING

(For **FIRST YEAR UG STUDENTS, NEW GS STUDENTS** and **SPECIAL CASES** only)

PLEASE PRINT

PERSONAL INFORMATION		ACADEMIC INFORMATION											
LAST NAME		ID NUMBER											
FIRST NAME		COLLEGE											
MIDDLE NAME		MAJOR											
CONTACT INFORMATION		PLEASE DROP THE FOLLOWING —											
ADDRESS		COURSE	SECTION	UNITS									
TEL. NO.	()												
MOBILE NO.	()												
EMAIL													
NAME OF PARENT/GUARDIAN													
<i>In case of refund, complete name of parent / guardian</i>		TOTAL NO. OF UNITS DROPPED											
REFUND		REASON FOR DROPPING											
MEMORANDUM													
FOR : THE ACCOUNTING OFFICE													
FROM : Associate Registrar													
SUBJECT : REQUEST FOR REFUND		SIGNATURE OF STUDENT											
Please prepare a check in the amount of _____													
_____		APPROVAL											
(PhP_____.00) payable to the parent/guardian named herein, representing —													
<input type="checkbox"/> Full Refund <input type="checkbox"/> 80% Refund <input type="checkbox"/> 90% Refund <input type="checkbox"/> ___% Refund		_____ VICE DEAN _____ DATE OFFICE OF THE UNIVERSITY REGISTRAR											
Attached is the Official Receipt and the lower portion of the revised EAF. Thank you.													
								ACADEMIC UNITS					
								NON-ACADEMIC UNITS					
		TOTAL UNITS											
		PROCESSED BY											
		DATE											

INSTRUCTIONS

1. *This form shall be used by the following students disqualified from using the On-Line Dropping:*
 - 1.1 *First-year undergraduate students;*
 - 1.2 *Upperclass undergraduate students whose total number of units will fall below 12 units after dropping;*
 - 1.3 *Graduate students on their first term of enrollment*
 - 1.4 *Graduate students dropping ENG501M or ENG502M*
2. *This form must be accomplished in quadruplicate (4 copies) and submitted to the Office of the University Registrar (Window 6 for undergraduate students; Window 3 for graduate students) when all necessary signatures have been completed. Application forms with incomplete signatures will not be accepted for processing.*
3. *The application for dropping shall be deemed final and valid upon the approval of the Vice Dean and the revision of the Enrollment Assessment Form (EAF). Submission of the application form to the Office of the University Registrar does not mean that the same is approved.*
4. *In cases where there is a claim for refund, please check with the Accounting Office on the date of release of the refund check.*

TERMS AND CONDITIONS

1. *Dropping of courses is governed by the policies stated in the Student Handbook. Dropping of certain courses may be subject to other policies.*
2. *By signing this application for LOA, the student declares, under penalties of perjury, that the information provided is true and correct to the best of his or her knowledge.*
3. *Claims for refund are made according to the following memorandum from the Commission on Higher Education:*

“A student who transfers or otherwise withdraws, in writing within two weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full or for any length longer than one month, may be charged 10 percent of the total amount due for the term if he withdraws within the first week of classes, or 20 percent if within the second week of classes, regardless of whether or not he has actually attended classes. The student may be charged all the school fees in full if he withdraws anytime after the second week of classes.”