



## 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					
		REASON FOR DROPPING					
APPROVAL							
_____ VICE DEAN	_____ DATE						
OFFICE OF THE UNIVERSITY REGISTRAR		SIGNATURE OF STUDENT					
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 duplicate (2 copies) and submitted to the Enrollment Services Hub 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 Enrollment Services Hub does not mean that the same is approved.*
4. *In cases where there is a claim for refund, please check with the Accounting Office regarding the date of*

**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 Manual Dropping, 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*