



De La Salle University

Manila

TEMPORARY CONFIRMATION OF ENROLLMENT

Please issue the student named below a PROVISIONAL CLEARANCE to enable attendance in class, subject to the terms and conditions listed below:

ID number		PN number		Reference	
Name					

TERMS AND CONDITIONS

A. The following payment terms should be complied with:

Date	Amount	Remarks

- B. All payments must be made in cash and all penalties and surcharges apply.
- C. For the duration of the outstanding balance, the student may not re-enroll (if applicable) for succeeding terms nor request for the issuance of any school/academic records/documents.
- D. In case of default on the payment terms indicated above and no payment has been made for the current term, the name of the student will be automatically removed from the official enrollment list for the current term, in spite of regular attendance of the student in class(es). However, the outstanding balance shall remain due and demandable.
- E. In case of default on the payment terms indicated above and partial payment has been made, the student will be placed on hold for re-enrollment (if applicable) for succeeding terms or placed on hold for graduation, until the balance is paid.
- F. Late enrollment in succeeding terms shall not be allowed resulting from late settlement of outstanding obligations.

NOTE TO STUDENT

For this TEMPORARY CONFIRMATION OF ENROLLMENT to take effect, please present a duly-signed original copy of this document to Ms. Rowena C. Cruz at the Office of the University Registrar within the day of its issuance.

CONFORME OF STUDENT/PARENT ON-RECORD

Student

Parent On-Record (for undergraduate)

Signature over printed name / Date

Signature over printed name / Date

APPROVAL

MS. MA. INORES C. PALMES

Asst. Controller - Student Services and Investment Management

Date of Issuance

This document is issued in triplicate, distributed as follows: [1] Accounting Office [2] Office of the University Registrar, and [3] Student.