



**Glossary of Fees**  
**Academic Year 2022-2023**

New Student Fees	Charged to			Fund Allocation	Purpose of the Fee	Frequency of Assessment	Student Group Assessed	Academic Year Implemented
	Undergraduate Studies	Graduate Studies	JD					
<b>Achiever's Fund</b>	✓	N/A	N/A	Office of the Dean of Student Affairs (OSA)- Unrestricted but Board Designated (UBD) Fund	Developmental projects in sports and extra-curricular activities	Student's First Three Terms in the University	ALL New Students	AY 1994-1995
<b>Adolescent Personality Assessment Fee – SAS1000</b>	✓	N/A	N/A	Office of Counseling and Career Services (OCCS)- - Unrestricted but Board Designated (UBD) Fund	For the conduct of the Adolescent Personality Test	Student's First Three Terms in the University	ALL students	AY 2013–2014
<b>DLSU Social Formation &amp; Engagement Fee</b>	✓	N/A	N/A	Center for Social Concern and Action (COSCA) - Unrestricted but Board Designated (UBD) Fund	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
<b>ID Card Fee</b>	✓	✓	✓	Unrestricted Fund	ID printing	For NEW students and replacement of lost ID	ALL students	

<b>Matriculation Fee</b>	✓	✓	✓	Unrestricted Fund	Processing and documentation of student's records (setting up of student's records in the University's Student Information System)	Student's First Term of Entry ONLY	ALL New Students	
<b>Orientation Fee</b>	✓	✓	✓	Unrestricted Fund	[UG] A two-day Lasallian Personal Effectiveness Program	Student's First Term of Entry ONLY	ALL New Students	

New Student Fees	Charged to			Fund Allocation	Purpose of the Fee	Frequency of Assessment	Student Group Assessed	Academic Year Implemented
	Undergraduate Studies	Graduate Studies	JD					
					<p>(LPEP) and Freshman Orientation To defray expenses (food and facilitator's honorarium)</p> <p>[GS] For the conduct of the Institutional Orientation Program for New Graduate Students</p>	If the student fails to complete the program, he/she must re-enroll until it is completed		(GS) AY 2006-2007

Miscellaneous	Charged to			Fund Allocation	Purpose of the Fee	Frequency of Assessment	Student Group Assessed	Academic Year Implemented
	Undergraduate Studies	Graduate Studies	JD					
<b>Animo Space Fee</b>	✓	✓	✓	Vice Chancellor Academics Unrestricted but Board Designated (UBD) Fund	To fund Animo Space, an online learning management system	Every Term Enrolled	ALL students	AY 2019-2020 (until Term 1, AY 2020-22)
<b>Athletics Fee</b>	✓	✓	✓	Unrestricted Fund	In support of the University's sports program and for the procurement of sports equipment.	Every Term Enrolled	ALL students	
<b>Development Fee</b>	✓	✓	N/A	Campus Development Unrestricted but Board Designated (UBD) Fund	To support campus development, and the continuing improvement of the facilities of the University	Every Term Enrolled	Beginning ID118	AY 2018-2019
<b>Energy Fee</b>	✓	✓	✓	Unrestricted Fund	Electricity subscription and maintenance of air conditions in the classrooms	Every Term Enrolled	Beginning ID118	AY 2018-2019
<b>Extension Campus Development Fee</b>	N/A	✓	✓	Campus Development Unrestricted but Board Designated (UBD) 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 for RVRCOB and per semester for COL	Students from RVRCOB and COL	AY 2008-2009  For COL – AY 2018-2019

<b>General Cultural Fee</b>	✓	✓	✓	Cultural Arts Office Unrestricted but Board Designated (UBD) Fund	To support CAO productions, materials acquisitions, student trainings, and improvement of educational entertainment values	Every Term Enrolled	ALL students	AY 2019-2020
<b>ID Validation Fee</b>	✓	✓	✓	Office of the University Registrar (OUR)- Unrestricted Fund	For the upkeep of the ID and access control system	Every Term Enrolled after initial term	ALL students	
<b>Insurance Fee</b>	✓	✓	✓	Accounting Office Unrestricted but Board Designated (UBD) Fund	Actual cost of student insurance premium	Every Term Enrolled	ALL students	

Miscellaneous	Charged to			Fund Allocation	Purpose of the Fee	Frequency of Assessment	Student Group Assessed	Academic Year Implemented
	Undergraduate Studies	Graduate Studies	JD					
<b>Information and Communication Fee</b>	✓	✓	✓	Information and Technology Services (ITS) - Unrestricted but Board Designated (UBD) Fund	Internet fee subscription and maintenance of network infrastructure	Every Term Enrolled	ALL students	
<b>Library Fee</b>	✓	✓	✓	The Libraries Unrestricted but Board Designated (UBD) Fund	In support of the operations of The Libraries (procurement of books and e-books; payment for journal subscriptions)	Every Term Enrolled	ALL students	

<b>Medical/Dental Fee</b>	✓	✓	✓	Unrestricted Fund	In support of the operations of the University Health Services Office (HSO)	Every Term Enrolled	ALL students	
<b>Museum Fee</b>	✓	✓	✓	The Museum Unrestricted but Board Designated (UBD) Fund	In support of the operations of the Museum	Every Term Enrolled	ALL students	AY 2003-2004
<b>Semestral Registration Fee</b>	N/A	N/A	✓	Unrestricted Fund	In support of enrollment activities	Every Term Enrolled	COL students	AY 2015-2016
<b>Student Materials &amp; Forms</b>	✓	✓	✓	Unrestricted Fund	Procurement of exam booklets/answer sheets	Every Term Enrolled	ALL students	
<b>Student Services Fee</b>	✓	✓	✓	With allocation to Student Activities and Student Publications Unrestricted Fund	[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	
<b>Trimestral Registration</b>	✓	✓	N/A	Unrestricted Fund	In support of enrollment activities	Every Term Enrolled	ALL students	AY 1981-1982

Special Fees	Charged to			Fund Allocation	Purpose of the Fee	Frequency of Assessment	Student Group Assessed	Academic Year Implemented
	Undergraduate Studies	Graduate Studies	JD					

<b>Extension Management Fee</b>	N/A	✓	N/A	BAGCED Unrestricted but Board Designated (UBD) Fund	Travel insurance and hazard pay of faculty assigned for extension program	BAGCED students enrolled in extension program	BAGCED students	
<b>International Student Fee</b>	✓	✓	✓	External Relations and Internationalization Office (ERIO)- Unrestricted but Board Designated (UBD) Fund	In support of the operations and activities of the External Relations and Internationalization Office (ERIO)	Every Term Enrolled	Assessed only for Internatio nal Students	AY 2006-2007
<b>PUSO Fee</b>	✓	N/A	N/A	Parents of University Students Organization (PUSO)-Funds Held in Trust (FHIT)	Amount is remitted to PUSO in support of their activities (amount is set by PUSO)	Every Term Enrolled	ALL students	

<b>Laboratory Fees</b>	<b>Charged to</b>			<b>Fund Allocation</b>	<b>Purpose of the Fee</b>	<b>Frequency of Assessment</b>	<b>Student Group Assessed</b>	<b>Academic Year Implemented</b>
	<b>Undergraduate Studies</b>	<b>Graduate Studies</b>	<b>JD</b>					
<b>Advertising Laboratory Fee</b>	✓	N/A	N/A	Communication Arts Unrestricted but Board Designated (UBD) Fund	Maintenance and upgrade of the Photo Laboratory	When enrolled in Advertising Laboratory course	ALL students	
<b>Communication Arts Laboratory Fee</b>	✓	✓	N/A	Communication Arts Department Unrestricted but Board Designated (UBD) Fund	Maintenance and upgrade of the Communication Arts Laboratories	When enrolled in Communication Arts course	ALL students	
<b>Communication in Writing</b>	✓	N/A	N/A	Unrestricted Fund	Maintenance and upgrade of the English Language	When enrolled in English writing	ALL students	

					Laboratory	course		
<b>Computer Laboratory Fee</b>	✓	✓	N/A	ITS Unrestricted but Board Designated (UBD) Fund	Maintenance and upgrade of computer laboratories	For CCS, every term; for other colleges, when enrolled in Laboratory course	ALL students	
<b>Computer Tech Laboratory Fee</b>	✓	N/A	N/A	CCS Unrestricted but Board Designated (UBD) Fund	Maintenance and upgrade of the Computer Laboratories	When enrolled in Computer Laboratory course	CS-CSE & CS-NE students	
<b>Decision Sciences and Innovation Laboratory Fee</b>	✓	N/A	N/A	Decision Sciences and Innovation Department Unrestricted but Board Designated (UBD) Fund	Maintenance and upgrade of the Business Incubator (facility was set-up in compliance with CHED Memo Order). It is used for the expenses of the Bootcamp, maintenance of laboratories, and the supplies	When enrolled in DSI Laboratory course	ALL students	AY 2008-2009
<b>Engineering Laboratory Fee</b>	✓	✓	N/A	Gokongwei College of Engineering-(GCO E)  Unrestricted but Board Designated (UBD) Fund	Maintenance and upgrade of laboratory equipment and facilities in the Engineering Laboratories	When enrolled in an Engineering Laboratory course	ALL students	

Laboratory Fees	Charged to			Fund Allocation	Purpose of the Fee	Frequency of Assessment	Student Group Assessed	Academic Year Implemented
	Undergraduate Studies	Graduate Studies	JD					

<b>G.E. Natural Science Laboratory Fee</b>	✓	N/A	N/A	College of Science Unrestricted but Board Designated (UBD) Fund	Maintenance and upgrade of laboratory equipment	When enrolled in a General Education Science Laboratory course	ALL students	AY 2007-2008
<b>Interactive Entertainment (IET) Laboratory</b>	✓	N/A	N/A	Unrestricted but Board Designated (UBD) Fund	Maintenance and upgrade of the IET Laboratory	Every Term enrolled	ALL students under the BS-IET program	AY 2018-2019
<b>Language Laboratory Fee</b>	✓	N/A	N/A	DEAL Unrestricted but Board Designated (UBD) Fund	Maintenance and upgrade of the English Language Laboratory	When enrolled in Language course	ALL students	
<b>Math Exercises Fee</b>	✓	N/A	N/A	Unrestricted 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	
<b>Microbiological Research Lab Fee</b>	✓	✓	N/A	College of Science Biology Dept Unrestricted but Board Designated (UBD) Fund	Maintenance and upgrade of the Microbiology Laboratory	When enrolled in THSBIO2 or Graduate Special Problems course	ALL students	AY 2014-2015
<b>Molecular Biology Laboratory Fee</b>	✓	✓	N/A	College of Science Biology Dept Unrestricted but Board Designated (UBD) Fund	Maintenance and upgrade of the Molecular Biology Laboratory	When enrolled in Molecular Biology Laboratory course	ALL students	



<b>Online Computer Lab Fee (Non CCS, Non ComArts, Non OrgCom)</b>	✓	✓	N/A	Information Technology Services Office - Unrestricted but Board Designated (UBD) Fund	Online software laboratory with the use of VDI and software offering of the University to students who are unable to access the physical computer labs for non-CCS and non-Comms students	When enrolled in a course with a computer lab component	ALL students except CCS and upperclassmen ComArts and OrgCom	AY 2021-2022
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Laboratory Fees	Charged to			Fund Allocation	Purpose of the Fee	Frequency of Assessment	Student Group Assessed	Academic Year Implemented
	Undergraduate Studies	Graduate Studies	JD					
<b>Online Computer Lab Fee (CCS Open Lab)</b>	✓	✓	N/A	Information Technology Services Office - Unrestricted but Board Designated (UBD) Fund	Online software laboratory with the use of VDI and software offering of the University to students who are unable to access the physical computer labs for CCS students	Every term that a CCS student is enrolled and does not have physical access to the computer lab	ALL CCS students	AY 2021-2022
<b>Online Computer Lab Fee (ComArts, OrgCom)</b>	✓	N/A	N/A	Information Technology Services Office - Unrestricted but Board Designated (UBD) Fund	Full access to Adobe Creative Cloud via DLSU's institutional license	Every term that a Comms student (Comm Arts and Org Comm majors) is	ALL UG ComArts, OrgCom upperclassmen	AY 2021-2022

						enrolled (whether online or in F2F courses)		
<b>Psychology Laboratory Fee</b>	✓	✓	N/A	Department of Psychology-Unrestricted but Board Designated (UBD) Fund	Maintenance and upgrade of the Psychology Laboratory	When enrolled in Psychology Laboratory	ALL students	
<b>Psychological Stat 1 Lab Fee (LBY1STA)</b>	✓	✓	N/A	Department of Psychology-Unrestricted but Board Designated (UBD) Fund	Materials and supplies, and maintenance of facilities, statistics software and psychological measures	When enrolled in Psychological Stat 1 Lab (LBY1STA)	ALL students	AY 2019-2020
<b>Psychological Stat 2 Lab Fee (LBY2STA)</b>	✓	✓	N/A	Department of Psychology-Unrestricted but Board Designated (UBD) Fund	Materials and supplies, and maintenance of facilities, statistics software and psychological measures	When enrolled in Psychological Stat 2 Lab (LBY2STA)	ALL students	AY 2019-2020
<b>Experimental Psychology Lab Fee (LBYPSTMX)</b>	✓	✓	N/A	Department of Psychology-Unrestricted	Materials and supplies, and maintenance of	When enrolled in Experimental	ALL students	AY 2019-2020

Laboratory Fees	Charged to			Fund Allocation	Purpose of the Fee	Frequency of Assessment	Student Group Assessed	Academic Year Implemented
	Undergraduate Studies	Graduate Studies	JD					

				but Board Designated (UBD) Fund	facilities, statistics software and psychological measures	Psychology Lab (LBYPSMX)		
<b>Psychological Measurement 1 Lab Fee (LBYPSY1)</b>	✓	✓	N/A	Department of Psychology-Unrestricted but Board Designated (UBD) Fund	Materials and supplies, and maintenance of facilities, statistics software and psychological measures	When enrolled in Psychological Measurement 1 Lab (LBYPSY1)	ALL students	AY 2019-2020
<b>Psychological Measurement 2 Lab Fee (LBYPSY2)</b>	✓	✓	N/A	Department of Psychology-Unrestricted but Board Designated (UBD) Fund	Materials and supplies, and maintenance of facilities, statistics software and psychological measures	When enrolled in Psychological Measurement 2 Lab (LBYPSY2)	ALL students	AY 2019-2020
<b>Science Laboratory Fee</b>	✓	✓	N/A	College of Science Unrestricted but Board Designated (UBD) Fund	Maintenance and upgrade of laboratory equipment and facilities in the Science Laboratories	When enrolled in a Science Laboratory course	ALL students	

Research Fees	Charged to			Fund Allocation	Purpose of the Fee	Frequency of Assessment	Student Group Assessed	Academic Year Implemented
	Undergraduate Studies	Graduate Studies	JD					
<b>IT Workshop Fee</b>	N/A	✓	N/A	Department of Information Technology Unrestricted but Board Designated	For the zero-unit IT workshop course	Only if needed	MBA Students	

				(UBD) Fund				
<b>Oral Comprehensive Exam (OCE) Fee</b>	N/A	✓	✓	Unrestricted Fund	Honorarium for OCE Panelists	As scheduled in student's flowchart	ALL students	
<b>Practicum/ Internship Fee (Doctoral)</b>	N/A	✓	N/A	Unrestricted Fund	Practicum / Internship Mentoring Fee	As scheduled in student's flowchart	BAGCED, CLA, GCOE, SOE, and RVRCOB Students	
<b>Practicum/ Internship Fee (Masters)</b>	N/A	✓	N/A	Unrestricted Fund	Practicum / Internship Mentoring Fee	As scheduled in student's flowchart	BAGCED, CLA, and GCOE Students	
<b>Refresher Fee</b>	N/A	✓	N/A	Unrestricted Fund	For the zero-unit Refresher Course(s) in the MBA program	Only if needed	MBA and DBA Students	
<b>Research Supervision Fee</b>	N/A	✓	✓	Unrestricted Fund	Thesis / Dissertation Mentoring Fee	As scheduled in student's flowchart	ALL students	
<b>Thesis/ Dissertation Proposal Defense Fee</b>	N/A	✓	✓	Unrestricted Fund	Honorarium (and food) for Panel Members	As scheduled in student's flowchart	ALL students	
<b>Thesis/ Dissertation Final Defense Fee</b>	N/A	✓	✓	Unrestricted Fund	Honorarium (and food) for Panel Members	As scheduled in student's flowchart	ALL students	
<b>Validating Exam Fee</b>	N/A	✓	N/A	Office of the Dean (RVR College of Business) - Unrestricted but Board Designated (UBD) Fund	Honorarium for Examiner / Checker of Validating Exam	As scheduled in student's flowchart	MBA Students	

<b>Written Comprehensive Exam (WCE) Fee</b>	N/A	✓	✓	Unrestricted Fund	Honorarium for WCE Examiner(s) and/or Checker(s)	As scheduled in student's flowchart	ALL students	
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Other Fees	Charged to			Fund Allocation	Purpose of the Fee	Frequency of Assessment	Student Group Assessed	Academic Year Implemented
	Undergraduate Studies	Graduate Studies	JD					
<b>Academic Residency Fee</b>	✓	✓	✓	Unrestricted Fund	To cover medical/dental services, information and communication, insurance fee, ID validation, and library fee (effective AY 22-23)	Students enrolled in residency	Resident students	
<b>Art in Action Fee</b>	✓	N/A	N/A	Culture and Arts Office (CAO)- Unrestricted but Board Designated (UBD) Fund	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
<b>Assessment Battery Fee - SASLAW</b>	N/A	N/A	✓	College of Law Unrestricted but Board Designated (UBD) Fund	For the conduct of Assessment Battery Test	When enrolled in SASLAW	COL Students	AY 2021-2022
<b>Bar Operations Fee</b>	N/A	N/A	✓	College of Law Unrestricted but Board Designated (UBD) Fund	In support of the preparations for the Bar Examinees	Every Term Enrolled	COL Students	AY 2013-2014

<b>Drug Testing Fee</b>	✓	✓	✓	Health Services Office (HSO)-Unrestricted but Board Designated (UBD) Fund	In support of RA	For UG - ALL students enrolled during Term 3  For GS - ALL students enrolled during Term 2  For COL - ALL students enrolled during Sem 2	ALL students	AY 2017-2018
<b>Exam Soft Fee</b>	N/A	N/A	✓	College of Law Unrestricted but Board Designated (UBD) Fund	For utilization of exam tool	Every Term	COL Students	AY 2022-2023
<b>Exchange Student Fee</b>	✓	N/A	N/A	Office of the Vice President for External Relations and Internationalization Unrestricted but Board Designated (UBD) Fund	In support of the operations and activities of the International Center (IC)	Only if needed	Students enrolled in an Outbound Exchange Program	

<b>Other Fees</b>	<b>Charged to</b>			<b>Fund Allocation</b>	<b>Purpose of the Fee</b>	<b>Frequency of Assessment</b>	<b>Student Group Assessed</b>	<b>Academic Year Implemented</b>
	<b>Undergraduate Studies</b>	<b>Graduate Studies</b>	<b>JD</b>					
<b>IPERSEF Fee</b>	✓	N/A	N/A	Office of the Dean of Student Affairs (OSA)- Unrestricted but Board Designated (UBD) Fund	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

<b>LASARE 1/2/3 Fee</b>	✓	N/A	N/A	Lasallian Pastoral Office (LSPO)- Unrestricted but Board Designated (UBD) Fund	To defray expenses (food, materials, and facilitator honorarium) incurred during recollections / retreats	Students enrolled in LASARE 1/2/3	ALL students	
<b>FORMLAW</b>	N/A	N/A	✓	Lasallian Pastoral Office (LSPO)- Unrestricted but Board Designated (UBD) Fund	To defray expenses (food, materials, and facilitator honorarium) incurred during recollections / retreats	Students enrolled in FORMLAW - formerly LAWREC 1/2/3/4	COL Students	AY 2021-2022
<b>Legal Aid Clinic</b>	N/A	N/A	✓	College of Law Unrestricted but Board Designated (UBD) Fund	To support the operations of the Legal Aid Clinic	Every Term Enrolled	COL Students	AY 2013-2014
<b>NSTP Fee</b>	✓	N/A	N/A	Center for Social Concern and Action (COSCA) / ROTC- Unrestricted but Board Designated (UBD) Fund	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
<b>Physical Exam Fee</b>	✓	✓	✓	Health Services Office (HSO)- Unrestricted but Board Designated (UBD) Fund	To support the conduct of the Annual Physical Exam	For UG - ALL students enrolled during Term 3  For GS - ALL students enrolled during Term 2  For COL - ALL students enrolled during Sem 2	ALL students	AY 2014-2015

<b>Profile Career Keys Fee – SAS2000</b>	✓	N/A	N/A	NFO- Unrestricted but Board Designated (UBD) Fund	For career profile exam	When enrolled in SAS2000	ALL students	AY 2021-2022
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Other Fees	Charged to			Fund Allocation	Purpose of the Fee	Frequency of Assessment	Student Group Assessed	Academic Year Implemented
	Undergraduate Studies	Graduate Studies	JD					
<b>Returnee Fee</b>	✓	✓	✓	Unrestricted Fund	For students who did not officially file a request for LOA	Only if needed	ALL students	
<b>Service Learning Fee</b>	✓	✓	✓	Center for Social Concern and Action (COSCA)- Unrestricted but Board Designated (UBD) Fund	To defray expenses during service learning activities	Students enrolled in courses with service learning component	ALL students	AY 2019-2020
<b>Thesis Defense Fee</b>	✓	N/A	N/A	Unrestricted Fund	To defray expenses during UG thesis defense	Students enrolled in Thesis Defense	ALL students	
<b>TREDTWO Community Service Program Fee</b>	✓	N/A	N/A	CLA – TRED-)- Unrestricted but Board Designated (UBD) Fund	To defray expenses incurred in the conduct of Community Service	Students in enrolled in TREDTWO	ALL students	AY 2013–2014
<b>Software Access Fee</b>	✓	✓	N/A	Information Technology Services-Unrestricted but Board Designated (UBD) Fund	Institution-wide software offering of the University to UG/GS students	Every term	ALL students	AY 2021-2022



**Note:** No identified department for the Unrestricted Funds since collections from various colleges are lumped into the general fund.