



Registration Form

Student 2022170233 A.Y./Term: 2024-2025 2nd Term
Name: LAZARO, ADRIAN D College: CICS
Address: 64, AGLIPAY STREET, POBLACION SUR, RIZAL, NUEVA ECIJA Program/Major: INFORMATION SYSTEMS

| Subject | Section | Lec | Lab | Class Schedule |
|----------|---------|-----|-----|---|
| IS 26311 | 3ISA | 3 | 0 | Th 01:00pm - 04:00pm 18th Flr. Rm. 1811 |
| ICS26013 | 3ISA | 3 | 0 | W 01:00pm - 04:00pm 19th Flr. Rm. 1910 |
| IS 26312 | 3ISA | 0 | 3 | T 02:30pm - 05:30pm 18th Flr. Rm. 1811 |
| IS 26313 | 3ISA | 2 | 1 | W 06:00pm - 08:00pm 19th Flr. Rm. 1910 S 01:00pm - 04:00pm 18th Flr. Rm. 1802 |
| IS 26314 | 3ISA | 0 | 1 | W 04:30pm - 06:00pm 18th Flr. Rm. 1802 M 04:00pm - 05:30pm 18th Flr. Rm. 1802 |
| ELE 3BA | 3ISA | 2 | 1 | M 06:00pm - 09:00pm 18th Flr. Rm. 1802 Th 06:00pm - 08:00pm 19th Flr. Rm. 1910 |
| ELE 4BA | 3ISA | 2 | 1 | S 04:30pm - 06:30pm 19th Flr. Rm. 1913 T 06:00pm - 09:00pm 18th Flr. Rm. 1802 |
| ELE LIT1 | 3ISA | 3 | 0 | TTh 10:00am - 11:30am 19th Flr. Rm. 1905 |

| Fee Category | Amount | Date of Payment | O.R. Number | Amount |
|------------------|---------------|-----------------|-------------|---------------|
| TUITION | PHP 54,636.00 | Jan 10, 2025 | 0005361845 | PHP 27,900.00 |
| MISC | PHP 7,109.00 | | | |
| OTHER FEES | PHP 9,088.00 | | | |
| OTHER CHARGES | PHP 6,615.00 | | | |
| INSTALLMENT | PHP 750.00 | | | |
| Total Fees - Vat | PHP 78,198.00 | | | |

Payment Term: INSTALLMENT

Initial Payment: PHP 27,900.00

BIR PERMIT NO.: 0314-126-00129CAS DATED 03.31.2014

TO THE DEAN / REGISTRAR

I shall abide by all existing rules and regulations of the University and those that may be promulgated from time to time.

Student's Signature / Date

REMINDERS TO STUDENT:

- Application for refund and discount must be applied for within the regulation period.
- Enrollment is INVALID if made under false pretenses, or if student is not eligible for re-admission or has already secured honorable dismissal from UST or has paid fees without prior approval of the Dean and Registrar.
- A student is expected to complete PE and NSTP requirements in the first two years.
- Student's ID should be exhibited to any University official or security officer upon demand.

POLICY ON SCHOOL CHARGES AND REFUND OF FEES***I. DROPPING OF PROGRAM BEFORE THE OFFICIAL START OF CLASSES:***

Students who officially drop a program before the official start of classes shall be charged ten thousand pesos (P10,000.00) only.

II. DROPPING OF COURSE/PROGRAM AFTER THE OFFICIAL START OF CLASSES:

Students who officially drop a course/program within the first two weeks of a semester from the official start of classes shall be charged as follows:

| | Regular Term (1 st or 2 nd Term) | | Special Term |
|---|--|-----------------|------------------------------------|
| | Higher Education | Basic Education | Higher Education & Basic Education |
| First Week | 25% | 10% | 50% |
| Second Week | 50% | 20% | 100% |
| After the 2 nd Week from the official start of classes | 100% | 100% | 100% |

III. Freshmen students who have submitted their credentials but decided not to enroll in any academic program shall be charged a withdrawal fee of five thousand pesos (P5,000.00).

IV. Application for refund of fees and/or adjustments should be made at the Accounting Department promptly after dropping the course/program. The date of the application of the dropping form at the Office of the Dean shall be the reckoning date for refund and/or adjustment purposes.

V. Penalty fee amounting to PhP 750.00 shall be charged for late enrollment. The said charge shall be made effective immediately after the last day of the official enrollment dates.

VI. Returned check will mean automatic cancellation of enrollment and penalty of P1,500. Likewise subsequent payment must be in cash.