**REGISTRAR** 

## **DROPPING FORM**

**MANAGEMENT INFORMATION SYSTEM** 



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COLLEGE REGISTRAR FORM - 003 - 2025

**1.** Secure an Application Form from the Registrar's Office.

2. The student is allowed to drop the subject for Valid Reasons w/in One (1) week after the regular classes.

3. 10% of the full amount is charged within the 2nd week of classes.

4. 20% of the full amount is charged within the 3rd week of classes.

**5.** 100% of the full amount is charged after the 3rd week of classes.

Reference: Student's Handbook 2019 EDITION page no. 32

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