

DROPPING FORM



BESTLINK COLLEGE OF THE PHILIPPINES, INC.

1071 BRGY. KALIGAYAHAN, QUIRINO, HI-WAY NOVALICHES, QUEZON CITY

REGISTRAR’S COPY

NAME: _____

DATE: _____

COURSE & SECTION: _____

STUDENT NO. _____

	DROPPED SUBJECT/S	TIME	DAY	ROOM	INST / PROF. SIGNATURE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

REASON/S: _____

Noted by: _____

DEPARTMENT HEAD

STUDENT’S SIGNATURE

Approved by: _____

MANAGEMENT INFORMATION SYSTEM

REGISTRAR

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MANAGEMENT INFORMATION SYSTEM

REGISTRAR

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

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