



OFFICE OF THE REGISTRAR

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LATE ENROLLMENT FORM

This form is invalid if a student has UNSETTLED accounts / obligations.

Reason/s for late enrollment (please check).

- [] Failure to enlist/pre-enroll – pay the deterrent fee of P 2,138.00.
- [] Failure in the pre-requisite of a course you have enrolled in.
- [] Dissolution of section.
- [] Under load – less than 15 units (for CDP less than 9 units).
- [] Maximum Residency Policy (MRP).
- [] With approved returnee form and payment
- [] Graduating students

To all Concerned Students:
Encoding date/time: From Jan. 3 to 4, 2018, 8:00 a.m. to 5:00 p.m.
Venue: SDA campus-2nd floor (RO); AKIC campus-8th floor (807); Taft campus-Duerr Bldg., 5th floor (Auditorium) with your respective Records-in-Charge;
Late Enrollment is limited to 250 enrollees per day. We encourage you to come.
Thank you.

Procedure:

- 1) Pay deterrent fee of P 2,138.00 at the Finance Department for failure to enlist/pre-enroll and attach your official receipt in the Late enrollment form.
- 2) Present your previous term’s printed grades and your updated Flowchart to your Academic Adviser for approval of the course/s to be added and/or deleted.
- 3) Fill in all required information and submit duly accomplished form for encoding.
- 4) This form is valid only on the indicated encoding schedule.
- 5) Change of schedule is not allowed during late enrollment period and if gone through online adjustment.
- 6) Present supporting documents:
☐ For Under load/dissolution – EAF ☐ For Failure in pre-requisite – previous printed grades

Notes to the student:

The courses you enrolled in during the enrollment period is deemed final. However, there are occasions wherein you need to make adjustments in your enrolled subjects. You may add a course to comply with the required minimum course load for the term. This form is valid only if any of the following conditions apply to you. Otherwise, you will not be allowed to make adjustments in your enrolled subjects.

Date

Student ID No.

term, SY

Family Name

Given Name

Middle Name

Degree Program

COURSE TO BE DELETED			REMARKS	COURSE TO BE ADDED/ENROLLED		
COURSE CODE	SECTION	UNITS		COURSE CODE	SECTION	UNITS
TOTAL DELETED UNITS				TOTAL UNITS AFTER ADJUSTMENT		

Requested by : _____
Student's Name & Signature

Date

Approved by : _____
Academic Adviser/ Program Chair

Date

Encoded by : _____
Records-in-Charge

Date