

## **Section 13**

### **FINANCIAL INFORMATION**

#### **13.1 Student Transactions**

Counters 11 & 12 are the transaction areas for the following:

- 13.1.1** Assessment of fees
- 13.1.2** Request for statement of account
- 13.1.3** Request for refund of excess payments
- 13.1.4** Student clearance

#### **13.2 Enrollment / Payment of Fees**

**13.2.1** Students can pay at counters 14, 15 or 16, or at any accredited payment centers listed on the students' portal, or can be obtained from the Finance Office.

**13.2.2** The term regular fees include tuition, laboratory, miscellaneous (registration, library, medical/dental, student service, athletic) and other fees to be paid by students in connection with their enrollment in the University.

**13.2.3** A student may pay in full or in installment. If payment will be made in installment, the scheme will be:

- 40% of total assessment upon enrollment
- 30% of total assessment on or before the 1<sup>st</sup> day of the preliminary examination
- 30% of total assessment or the balance on or before the 1<sup>st</sup> day of the midterm examination

For Special Term:

- 50% of total assessment upon enrollment
- 50% of total assessment on or before the 1<sup>st</sup> day of the midterm examination

**13.2.4** A student who pays in full upon enrolment is entitled to a rebate of 4% on tuition fee only to be credited/forwarded to the next semester's enrolment.

**13.2.5** A student who pays in installment basis should pay the outstanding balance before the midterm exam to avoid penalties.

**13.2.6** A student is considered enrolled if s/he pays at least the down payment during enrollment.

- 13.2.7** A student may pay in cash or in check. If the check was returned by the bank for any reason, the student will no longer be allowed to pay in check and a penalty will be imposed.
  - 13.2.8** Penalty for late payment of enrollment fees starts on the first day of classes.
  - 13.2.9** Payment through checks will not be accepted for old account balances three (3) weeks before the final examination.
- 13.3 Blocking of Portal**  
Student portals will be blocked for those who are not able to pay their accountabilities two (2) weeks before the start of the final examination.
- 13.4 Withdrawal, Leave of Absence, and Dropping of Subjects with Refund**

- 13.4.1** Claims for refund are made according to the memorandum from the CHED which states:

*"When a student registers in a school, it is understood that he is enrolling for the entire school year for elementary and secondary courses, and for the entire semester for collegiate courses. Within two weeks after the beginning of classes, anyone who has already paid pertinent tuition and other fees in full or for any length of time longer than one month maybe charged ten per cent of the total amount due for the term if he withdraws within the first week of classes regardless of whether or not he has actually attended classes. The student may be charged all the University fees in full if he withdraws anytime after the second week of classes. However, if the transfer or withdrawal is due to justifiable reasons, the student will be charged the pertinent fees only up to, and including, the last month of attendance." (Also refer to the Manual of Regulations for Private Schools Art. 13 Student Admissions, Sec. 66)*

- 13.4.2** For the regular semester, the student will be charged based on the total assessment using the following rates:
  - 10% if the student drops during the 1<sup>st</sup> week of classes
  - 20% if the student drops during the 2<sup>nd</sup> week of classes
  - 100% if the student drops after the 2<sup>nd</sup> week of classes
- 13.4.3** For the Special Term, the student will be charged 10% based on the total assessment if the student drops during the dropping period with refund.

**13.4.4** The student must be cleared from all accountabilities before the application for LOA will be processed.

## **13.5 Student's Refund**

- 13.5.1** Refund for excess payment for the semester, other than the rebates, will be processed only upon request. The following documents must be submitted: original registration form, original official receipts, and dropping form.
- 13.5.2** The student has to accomplish an Application for Refund Form available at counter 12 after the last day of midterm examination.
- 13.5.3** The refund shall be released one (1) month after application in the form of check or cash (from petty fund for amount below one thousand pesos (P 1,000).
- 13.5.4** Student's refund can be claimed at counter 13 upon presentation of a valid ID. An authorization letter is necessary if another person will claim the refund. Photocopies of the valid ID of the student and the representative must both be presented.

## **13.6 Tuition Fee Rebate and Surcharge**

### **13.6.1 Rebate on tuition fee**

- 13.6.1.1** The effectivity of the implementation of rebate on tuition fee only of 4% that was approved by the multi-sectoral committee on 27 February 2013 is first semester of school year 2013-2014.
- 13.6.1.2** Rebates will only be given to those who paid in full the total enrollment fees, including additional transactions (adding/dropping with refund), on or before the last day of adding and dropping with refund.
- 13.6.1.3** Students who are under financial assistance are not entitled to any rebate.
- 13.6.1.8** Effective school year 2018-2019, rebates of freshman students will automatically be credited to the next semester's enrolment. They can be refunded upon graduation, or upon exit, from the University.

### **13.6.2 Surcharge fee**

13.6.2.1 The effectivity of the implementation of 3% per month surcharge fee that was approved by the multi-sectoral committee on 27 February 2013 is first semester of school year 2013-2014

13.6.2.2 Surchage will be applied on the total unpaid balance after the first day of the midterm exam which is computed as follows:

- 3% after the 1st day of mid-term examination period up to the last day of final examination
- 4% after the last day of final examination up to the last day of term break
- 5% from the opening day of the new term (semester or summer) until full settlement of the account