



LATE ENROLLMENT

PROCEDURE for CHANGE/ADD/DROP Course (2nd Term 2020-2021)

Step 1: CHECK updated course offerings

Please refer to our website for courses which are still **OPEN**. Kindly note that our course offerings are still subject to availability of slots.

Step 2: FILL OUT form

Accomplish the form through this link:

<https://forms.gle/KVEiixK1WmUXk7Bs9>

Note: Please fill out the form completely. Do not leave any blank, write N/A if not applicable.

Step 3: For Changing/Adding:

Students must upload the following required documents (in pdf format) for late enrollment:

- 1) Letter of appeal addressed to the Secretary General signed by the student and noted by the course facilitator.
- (2) A Study Plan, indicating the dates of missed classes and the schedule of make-up classes signed by student and approved by the course facilitator.

<https://forms.gle/GRwytqRmyXQn8Lci7>

Step 3: For Dropping:

Please be informed of the policy on adjustment and refund of fees:

- 1. A student who officially drops, from a program before the official start of classes shall be charged five thousand pesos (Php 5,000.00) only.
- 2. Dropping of course/program after the official start of classes. A student who officially drops a course/program within the first two weeks of the term, i.e., from the official start of classes, shall be charged as follows:

DURATION	REGULAR TERM	SPECIAL TERM
Within the 1st week	25%	50%
Within the 2nd week	50%	100%
After the 2nd week	100%	

Application for refund of fees and/or adjustments should be made with the Accounting Office promptly after dropping the course/program. The date of the actual submission of dropping forms at the Accounting Office shall be the reckoning date for refund and/or adjustment purposes.