



**LATE ENROLLMENT
CHANGE/ADD/DROP Procedure
(2nd Term 2021-2022)
Beginning February 10, 2022**

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 the appropriate form

LATE ENROLLMENT <https://forms.gle/tQ3j3t2j55hW9bxt8>

Changing or Adding [Form 6a](#)

DROPPING

- If dropping selected courses this term [Form 6a](#)
- If withdrawing from ALL courses enrolled this term

[Dropping-of-Program FORM](#)

Step 3: UPLOAD the required document/s through this link below:

<https://forms.gle/iVYa4Qyra25yyvYh6>

For Late Enrollment, Changing or Adding

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

Sample Study Plan Format:

STUDY PLAN		
Course: JURGEN HABERMAS (Friday, 6:00pm to 9:00pm)		
Dates of Missed Classes	Schedule of Make-up Classes	Activities
January 29, 2021	February 22, 2021 (6:00-9:00pm)	<u>Discussion Board:</u> "Knowledge and Human Interest"
February 5, 2021	March 1, 2021 (6:00-9:00pm)	<u>Discussion Board:</u> "Theory and Practice"
February 12, 2021	NO CLASSES "Chinese New Year!"	Not Applicable

Note: A Study Plan is NOT applicable to TW and DW courses.

(3) Form 6a (if Changing/Adding)

For Late Dropping

(1) Dropping form

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.

Reference: UST Student Handbook – PPS No. 1014, pages 50-51

Important Note: Beginning February 10, a grade of "WP" (withdrew with permission) shall be automatically assigned to officially dropped students.

Step 4: WAIT for an acknowledgement.