



**LATE ENROLLMENT  
CHANGE/ADD/DROP Procedure**  
(1st Term 2022-2023)  
**Beginning August 17, 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 FOR OLD STUDENTS <https://forms.gle/goRggg2JNGL9zrJn6>

LATE ENROLLMENT FOR NEW STUDENTS <https://forms.gle/k9UFTR7nEu3TwRmY6>

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/Veo8wrXK7hG4pkud9>

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.

[USTGS Study Plan](#)

- (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 August 17, 2022 a grade of "WP" (withdrew with permission) shall be automatically assigned to officially dropped students.**

**Step 4: WAIT for an acknowledgement.**