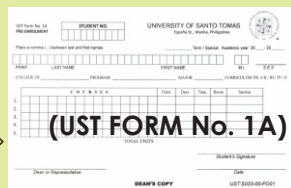


LATE ENROLMENT EXTENSION

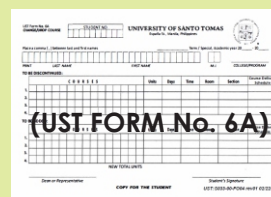
JANUARY 22-24, 2024 (5:00pm cut-off time)
(2nd Term AY 2023-2024)

Step 1: DOWNLOAD and FILL OUT the form

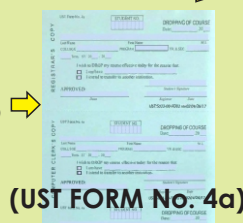
a. for LATE REGISTRATION →
(UST FORM No. 1A)



b. for CHANGE/ADD/DROP →
(UST FORM No. 6A)



c. for DROPPING ALL COURSES →
(UST FORM No. 4a)



Step 2: For LATE REGISTRATION and for CHANGING/ADDING:

UPLOAD the following required documents to this link:

[UPLOAD YOUR FILE/S HERE](#)

- (1) Letter of appeal addressed to the Secretary General signed by the student and noted by the course facilitator/s.
- (2) A [Study Plan](#) prepared by the course facilitator/s, indicating the dates of missed classes and the schedule of make-up classes for the student.
- (3) Accomplished form (see STEP 1)

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

Step 4: For Dropping:

UPLOAD the dropping form to this link:

[UPLOAD YOUR DROPPING FORM HERE](#)

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 TEN THOUSAND pesos (Php 10,000.00) 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 **JANUARY 15, 2024**, a grade of **"WP" (withdrew with permission)** shall be automatically assigned to officially dropped students.