



UNIVERSITY OF THE PHILIPPINES DILIMAN

*Office of the University Registrar*


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11 October 2017

OUR MEMO AATM 2017-01

For: College Secretaries

Through: The Deans

From:   
AARON ABEL T. MALLARI  
Assistant University Registrar and Officer-in-Charge

Subject: Period of processing of refund of tuition and other fees for undergraduate students who paid but qualified for free tuition

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In compliance with the OVPAA and OVPPF Joint Memorandum No. 2 on the Guidelines on the Refund of Tuition and Other Fees Assessment for AY 2017-2018 and in view of the resolutions made at the Meeting of the College Secretaries held on October 10, 2017, we will be processing refund applications from October 16-27, 2017. Please refer to the attached flowchart for the steps to be undertaken.

Please remind the students to prepare the original Form 5 and, if any, Change of Matriculation Forms and/or Receipts of Loan Payment, for the processing.

Thank you.

## FLOWCHART FOR THE PROCESS OF TUITION AND OTHER FEES REFUND

