



UNIVERSITY OF THE PHILIPPINES DILIMAN

*Office of the University Registrar*

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06 February 2017

Memorandum No. MRC 2017-03

For: College Secretaries & Graduate School Coordinators

From:

  
MARILYN R. CANTA, PhD  
University Registrar

**Subject: Change in Late Payment Cycles**

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Please be informed of the change in the payment cycle of students who, in exceptional cases, request for late payment beyond announced deadlines for registration. These appeals will be processed in only two (2) batches during the semester:

**Cycle 1: one (1) week before the Mid semester**

**Cycle 2: three (3) days before the week for deadline for filing of LOA**

For this Second Semester 2016-2017, the payment schedule is as follows:

**Cycle 1: 06 March to 13 March 2017**

**Cycle 2: 19 April to 28 April 2017**

The Cashier's Office will receive late payments during these dates.

Thank you.

For your guidance.

cc: Cash Office