



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

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06 October 2017

Memorandum No. ERJ 2017-03

TO: All College Secretaries

Through: The Deans

FROM:


EUGENE REX L. JALAO, PhD
Assistant University Registrar for Academic
Information System and Officer in Charge

SUBJECT: Emergency Meeting on Tuition Refund

You are requested to attend an Emergency Meeting on Tuesday, October 10, 2017 at 10am at the NEC Audio-Visual Room, NEC Building. This meeting is called to discuss the OVPAA & OVPPF Joint Memorandum No.2 on the Guidelines on the Refund of Tuition and other Fees Assessment for AY 2017-2018 (see attached) implementation here in UP Diliman. Furthermore, we are also inviting your SRE/Staff member who is in-charge of processing the Free Tuition Scholarship to attend the aforementioned meeting.

Your cooperation on this matter is highly appreciated.

Thank you.

cc: Accounting Office
Cash Office
OSSS
Student Loan Board



UNIVERSITY OF THE PHILIPPINES
Quezon City

OVPAA & OVPPF Joint Memorandum No. 2

Date: 06 October 2017

To: **Chancellors**
University Registrars
Heads of Student Affairs & Financial Assistance Offices

From: *CNR*
MARIA CYNTHIA ROSE BANZON BAUTISTA
Vice President for Academic Affairs

Josecito Hardy Florendo
JOSELITO G. FLORENDO
Vice President for Planning and Finance

Subject: **GUIDELINES ON THE REFUND OF TUITION AND OTHER FEES**
ASSESSMENT FOR AY 2017-2018

In connection with the implementation of Memorandum No. PDLC 17-21B on the non-collection of tuition and other school fees, the following refund procedures shall be observed:

1. The Office of the University Registrar [OUR] shall distribute copies of the CU's Application Form for tuition and other school fees refund to the CUs' Offices of the College Secretary [OCS].
 2. A student applying for refund shall accomplish the Application Form. The student must also submit the original Registration Form, together with Change Matriculation Form, when applicable, as attachments. Prior to submitting the application to the OCS, the student must keep photocopies of the Registration Form and Change Matriculation Form.
 3. The OCS shall assign a point person to check if the student is qualified for the non-collection of tuition and other school fees provided in Memorandum No. PDLC 17-21B. If the student is qualified, the OCS compiles the accomplished form and attachments, and submits these to the OUR.
 4. The OUR shall assign a point person to check if the accomplished forms and attachments submitted by the OCS are in order. If the forms are in order, the OUR shall prepare Disbursement Voucher [DV] of the student applying for refund. The DV must include the Application Form, the original Registration Form, and the Change Matriculation Form, when applicable.
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5. The OUR submits the DV, the Application Form, and attachments to CU Accounting Office for processing. If the applicant has an outstanding tuition loan for tuition and other school fees in AY 2017-2018, the OUR must first send the DV to the CU Student Loan Board. The Student Loan Board must update the student's loan records and return the DV reflecting the outstanding loans to the OUR for signature. The OUR will then forward to the CU Accounting Office for processing.
6. The CU Accounting Office shall process the DVs and forward the approved applications to the CU Cash Office.
7. The CU Cash Office prepares the check of approved refund applications.

The Guidelines shall be applicable to students who are qualified to the grant of free tuition and other school fees but have paid in the 1st semester/trimester of AY 2017-2018.

The CU OUR shall set the application schedule for tuition and other school fees refund for their CU. All refund applications must be processed on or before the last day of 1st semester/trimester AY 2017-2018.
