

OUR Form No. \_\_\_\_

COLLEGE OF \_\_\_\_\_

University of the Philippines Manila  
Padre Faura Street, Manila

\_\_\_\_\_, 201

THE UNIVERSITY REGISTRAR  
University of the Philippines Manila

SIR/MADAM:

I have the honor to request for the refund of fees for \_\_\_\_\_ Semester/Summer, \_\_\_\_\_ in view of reason stated below.

Very truly yours,

\_\_\_\_\_  
(Print name and sign above)

REASON FOR REQUEST

ATTACHMENTS: @ 2 COPIES

- \_\_\_\_ Forced Dropping/Subject dissolved
- \_\_\_\_ Registration withdrawn
- \_\_\_\_ Honorable Dismissal/LOA
- \_\_\_\_ Philippine Veterans
- \_\_\_\_ Child/Spouse of UP Personnel
- \_\_\_\_ Exempted from Non Citizenship fee (EDF)
- \_\_\_\_ Scholarship \_\_\_\_\_
- \_\_\_\_ STFAP Recipient
- \_\_\_\_ Excess Amount in check
- \_\_\_\_ OTHERS (SPECIFY)

- \_\_\_\_ O.R. Nos. \_\_\_\_\_
- \_\_\_\_ Change of matriculation form/  
Dropping slip (Signed)
- \_\_\_\_ Approved Leave of Absence/  
Withdrawal of Registration
- \_\_\_\_ Documents from Philippine/  
US Veterans Office
- \_\_\_\_ Approved Priveledge to study  
at Reduced Fees
- \_\_\_\_ Approval of Scholarship
- \_\_\_\_ Cert. of STFAP Brackets
- \_\_\_\_ Cert. From Cash Division  
(re: Valid Checks)
- \_\_\_\_ Others

OFFICE OF THE UNIVERSITY REGISTRAR

1<sup>st</sup> Endorsement

Respectfully forwarded to the Cashier, University of the Philippines Manila recommending approval the \_\_\_\_\_ refund of all refundable fees requested in view of the reasons stated above.

FOR REFUND

Deposit/Entrance
Tuition fee
Miscellaneous
Student Fund
Laboratory
Photo I.D. Card
Late Registration
Excess Amount in check
OTHERS (SPECIFY)

TOTAL

University Registrar  
University of the Philippines Manila