

Policy No:	ACA-POL-0012
Policy Title:	School Fees Policy
Implementation Procedure:	Payment of tuition fee and other related fees (procedure number here)
Date of Issuance:	SY 2008-2009
Effectivity:	SY 2008-2009 - Present
Page Number:	Two (2)
Office of Origin: (Policy Expert)	Financial Affairs Office VP for Financial Affairs
"Supersedes" Notification:	None
Purpose of Policy:	This policy shall serve as a general guideline for managing collection of school fees.
Detailed Policy Statement:	<ol style="list-style-type: none"> <li>1. All students shall pay the corresponding school fees to become officially enrolled.</li> <li>2. All students shall pay a non-refundable enrollment-processing fee.</li> <li>3. All students shall pay a fine for late registration.</li> <li>4. All students who are enrolling a course load of 12 units or less shall pay in cash basis only.</li> <li>5. School fees shall be paid only in the following terms of payments: <ul style="list-style-type: none"> <li>• Cash basis – Miscellaneous, supplementary, and tuition fees in full will be collected upon enrollment.</li> <li>• Installment basis – Forty percent (40%) of tuition fee and the total amount of miscellaneous and other fees shall be paid upon enrollment. The remaining sixty percent (60%) will be divided equally and each installment payment must be paid before the scheduled major examination periods.</li> <li>• Monthly basis – Ten percent (10%) of tuition fee and total amount of miscellaneous and other fees shall be paid upon enrollment. The remaining ninety percent (90%) will be divided equally and each installment payment shall be paid monthly.</li> </ul> </li> <li>6. Scholarships and discounts on school fees shall be based on the following programs: <ul style="list-style-type: none"> <li>• Rector’s scholarship</li> <li>• Academic scholarship</li> <li>• Athletics Scholarship</li> <li>• Cultural Affairs Scholarships</li> <li>• Student Assistantship</li> <li>• BS Accountancy Scholarship</li> <li>• Employee’s Benefits</li> </ul> <p>* Complete and specific details shall be governed by the policies of each program.</p> </li> <li>7. Refund of school fees shall be guided by the pertinent provisions of the Manual of regulations for private higher education (a.k.a. MRPS): <ul style="list-style-type: none"> <li>• A student who withdraws or transfers, in writing, within the first week of classes after the beginning of classes, and who has paid the pertinent tuition and other school fees in full or for any length longer than one month, may be charged twenty five (25%) percent of the total amount due for the school term regardless of whether or not he has actually</li> </ul> </li> </ol>

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	<p>attended classes.</p> <ul style="list-style-type: none"> <li>• A student who withdraws or transfers, in writing, within the second week of classes after the beginning of classes, and who has paid the pertinent tuition and other school fees in full or for any length longer than one month, may be charged fifty (50%) percent of the total amount due for the school term regardless of whether or not he has actually attended classes.</li> <li>• The student may be charged for all the school fees in full if he withdraws or transfer anytime after the second week of classes regardless of whether or not he has actually attended classes.</li> </ul>
Applicability:	Applicable to all students in the collegiate and graduate school.
Policy Approval Authority:	Vice-president for Financial Affairs.
Related Policies or References	<ul style="list-style-type: none"> <li>• Student handbook</li> <li>• Manual of regulations for private higher education (a.k.a. MRPS)</li> <li>• Scholarship Programs</li> </ul>
Definition:	School fees – refers to payment of tuition fee, miscellaneous, supplementary, laboratory, and other related fees made by students in favor for the Colegio.
Prepared by:	Planning, Funding, and Development Office
Approved by:	<p>_____</p> <p>Rev. Fr. Boyd Sulpico, O.P.</p>
Date Approved:	

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