



University of the Philippines Cebu

OFFICE OF THE UNIVERSITY REGISTRAR

22 August 2017

MEMORANDUM NO. OUR-2017-07

TO : The Deans/Acting Deans
The College Secretaries
The Office of Student Affairs
The Accounting Office
The Cash Office
The Student Council

FROM : MAY CHRISTINA G. BUGASH 
University Registrar

SUBJECT : **Implementation of PDLC Memorandum No. 17-21B**

To aid in the implementation of PDLC Memo No. 17-21B and OVPA & OVPPF Joint Memorandum No. 1, these processes will be followed for UP Cebu.

Qualified Undergraduate Students		Process	Schedule
A	Students with validated Form 5A, and applied for SFA. (no Form 5 yet)	<ol style="list-style-type: none">Go to OSA for<ol style="list-style-type: none">tagging of Scholarships and/or other Privileges; andAssessment, where the tuition and other fees assessment shall be set at zero.Proceed to the OUR for the printing of your Form 5. Get one copy of your Form 5, stamped "Registered".	23 August 2017, Wednesday to 25 August 2017, Friday
B	Students with Form 5, applied for SFA, availed of a student loan, and paid ₱46.50.	<ol style="list-style-type: none">Go to the Accounting Office and submit your Form 5/eOR.Proceed to the Cash Office to get your ₱46.50 refund. Your new Form 5 with zero assessment will be forwarded to your College Clerks when available.	29 August 2017, Tuesday To 31 August 2017, Thursday
C	Students with Form 5, did not apply for SFA, and paid tuition and other fees.	<ol style="list-style-type: none">Go to the OUR to fill out or submit your UP Cebu Refund or Voluntary Opt Out Form.<ol style="list-style-type: none">If you choose to get a refund, submit your Form 5/eOR to the Accounting Office. Guidelines to follow.^aIf you choose to voluntarily opt out by paying tuition and other school fees as your contribution to the University, you are done. Your Form 5 is already final.	23 August 2017, Wednesday to 25 August 2017, Friday (for the submission of the UP Cebu Refund or Voluntary Opt Out Form)

^a OVPA & OVPPF Joint Memo 1 page 6 states, "A new set of guidelines for refund will be issued in consultation with the Vice-President for Academic Affairs and the Vice-President for Planning & Finance."

Students who do not qualify (based on PDLC 17-21B #1a, b, c) and are no longer eligible to enjoy the privilege of free tuition and other fees, may still, however, apply for financial assistance, or discount under the University's Socialized Tuition System. They will proceed with the enrollment as usual, and pay tuition and other fees on or before Friday, 25 August 2017.

For your guidance.

Thank you.

Noted:



ATTY. LIZA D. CORRO
Chancellor