

# Implementation Guidelines for the Grant of Free Tuition and Other School Fees in UP<sup>1</sup>

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03 September 2019

These Guidelines are intended to assist the UP Office of Admissions (OA), Office of the University Registrar (OUR), Colleges, Financial Assistance units, Accounting Offices, and Legal Offices in implementing Republic Act No. 10931 in every UP Constituent University (CU). University Registrars (URs), Deans, College Secretaries, College Assessors, Student Affairs & Financial Assistance personnel, Accounting Personnel, and Legal Office personnel must confer with their respective Chancellors before implementing these Guidelines.

These Guidelines are issued to implement the provisions for the grant of Free Tuition and Other School Fees for Academic Year (AY) 2019-2020. Based on the Implementing Rules and Regulation of Republic Act No. 10931 that the UniFAST Board signed on 22 February 2018, the Guidelines for this Academic Year were formulated with the advice given by UniFAST Office during discussions on the implementation of the Grant of Higher Education Subsidy in AY 2018-2019.

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## **Tuition and Other School Fees covered in RA 10931**

**Tuition refers to fees charged for subjects and courses enrolled in by University students.**

Tuition shall include (1) Tuition for Academic Courses and (2) Tuition for the National Service Training Program (NSTP) Courses.

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<sup>1</sup> *The Guidelines were prepared during the Special Meeting of University Registrars held on 27-28 August 2019 in UP Diliman.*

- **Tuition for academic courses**

The tuition rate for academic courses (e.g., Chem 17 course, Chem 17 laboratory course, PURE for Econ courses) shall be the full tuition cost per unit applicable to a campus (e.g., ₱1,500 for UP Diliman, UP Los Baños, and UP Manila; ₱1,000 for other campuses).

- **Tuition for National Service Training Program (NSTP) courses**

The tuition rate per unit for NSTP courses shall be fifty percent (50%) of the full tuition cost per unit applicable to a CU.

**Other School Fees (OSF) shall include fees to cover necessary costs supportive of instruction.**

OSF shall include fees classified as (1) Admission Fees, (2) Entrance Fees, (3) Registration Fees, (4) Library Fees, (5) Laboratory Fees, (6) Computer Fees, (7) Athletic Fees, (8) Cultural Fees, (9) Medical & Dental Fees, (10) Guidance Fees, (11) Handbook Fees, (12) School ID Fees, and (13) Development Fees defined in the Implementing Rules and Regulations of RA 10931, and other fees allowed by the UniFAST Office.

- **Admission fees**

Admission fees are charged when an applicant applies for admission to the University. Admission fees include:

- Examination fees charged by Colleges to administer entrance and admission tests for specific programs (i.e., Talent Determination Test fee, Audition fee);
- Admission test fees charged by the CU or the UP OA for admission to the University (i.e., UPCAT examination fee, UgAT examination fee); and
- Application Fee of Transferees from other Colleges and Universities.

Admission fees must be indicated in the Admission Slips, Examination Permits, and similar documents issued by the College, CU, and UP OA.

- **Entrance fees**

Entrance fees are fees intended to facilitate admission to the degree programs of the University.

Entrance fees include:

- Cost of medical screening required for enrollment to the University, administered by the CU's health service unit OR a government healthcare provider;
- Cost of personal & psychological tests required for enrollment to the University, administered by the CU's health service unit OR a government healthcare provider;
- Application Fee of Shiftees; and
- Other entrance fees paid by first-time enrollees in the University.

- **Registration fees**

Registration fees are charges for processing a student's enrollment in a course. Registration fees include:

- Registration fees charged during enrollment;
- Advanced Placement and Physical Education Proficiency Examination fees for obtaining advanced credits to a course;
- Change Matriculation fees;
- Residency fees; and
- Other fees charged for processing a student's enrollment in a course during the registration period.

- **Library fees**

Library fees are charges intended to fund access to and use of library services of the University. Library fees include:

- Library fees charged during enrollment; and
- License fees paid to collective licensing organizations for large-scale reproduction of copyrighted materials.

Library fees shall exclude fines and penalties incurred by library users.

- **Laboratory fees**

Laboratory fees are charges to fund the use of laboratory facilities required for instruction and research. Laboratory fees include:

- Laboratory fees charged during enrollment; and
- Other laboratory-related charges required for instruction and research in laboratories (e.g., chemical disposal charges, cost of cadavers).

Laboratory fees shall exclude payment for the use of computer laboratories.

- **Computer fees**

Computer fees are fees charged to students for access to and use of the entire range of information and communication technology (ICT) services provided by the University. Computer fees include:

- Internet fee charged during enrollment;
- Computer laboratory fees charged when enrolling in courses utilizing computer laboratories; and
- Other fees charged for the use of ICT services of the University in support of laboratory, library, and other learning facilities.

- **Athletic fees**

Athletic fees are charges for the use of sports facilities and equipment, the conduct of sports-related training, and participation in sports competitions duly approved by the University. Athletic fees include:

- Athletic fees charged during enrollment;
- Fees charged for the use of equipment and facilities when enrolled in PE courses (e.g., equipment rental); and

- Fees charged to cover participation in sports-related training and competitions officially organized or endorsed by the University.

- **Cultural fees**

Cultural fees are fees for the conduct of and participation in socio-cultural activities that provide opportunities to enhance the talents, abilities, and values of students towards national culture and heritage. Cultural fees include:

- Cultural fees charged during enrollment;
- Fees charged for the conduct of theater and other cultural production works, provided these are indicated in the syllabus; and
- Fees charged to cover participation in socio-cultural activities officially organized or endorsed by the University.

- **Medical and dental fees**

Medical and dental fees are collections intended to cover (1) health services to ascertain that students are physically and mentally fit and (2) insurance for school activities. Medical and dental fees include:

- Medical and dental fees collected during enrollment; and
- Student insurance fees for on-campus and off-campus activities duly approved by the University.

- **Guidance fees**

Guidance fees are charges for guidance related activities in the University. Guidance fees include:

- Collections to fund student training and seminars;
- Charges for career guidance and counseling;
- Charges for student counseling;
- Psychological testing fees;
- Career assessment fees;
- Charges for career development; and

- Charges for employment placement services;

all of which covering services from or officially approved by the University only.

- **Handbook fees**

Handbook fees are the amounts used for the production and issuance of documents or manuals to guide students on University admission and retention policies, grievances, and appeals, grading system, among others.

Handbook fees shall be charged only once. Students shall shoulder fees to replace the handbook.

- **School ID fees**

School ID fees are collections for the production, issuance, and renewal of prescribed identification cards. School ID fees include:

- ID fees for the issuance of new cards; and
- ID sticker fees for the renewal of IDs.

ID fees for the issuance of new cards shall be charged only once. Students shall shoulder fees for the replacement of IDs.

- **Development fees**

Development fees are fees used to fund University-approved student activities, projects, and programs other than those intended for student welfare and development. Development fees include:

- Collections to fund leadership training programs conducted by Offices of Student Affairs (OSAs);
- Collections to cover the cost of off-campus experiential learning organized by Colleges and OSAs (e.g., field trips, field tours);
- University student council fees;

- Fees to fund student publication or newsletter (e.g., Philippine Collegian);
- Collections to fund spiritual, social, and values programs;
- Collections to fund life-long learning programs organized by the University (e.g., Gurong Pahinungod);
- Collections for Community Chest; and
- Collections to fund bridging and remedial programs organized by OSAs and Learning Resource Centers;

officially approved by the University.

**Tuition and Other School Fees (OSF) rates shall be based on:**

- **Rates consistent with the definition and utilization of Tuition and OSF as defined in these Guidelines and the Implementing Rules and Regulations of RA 10931,**

Only Tuition and OSF prescribed in these Guidelines shall be indicated in Form 5, Admission Slips, Examination Permits, and similar documents that indicate the fees covered by the subsidy granted under RA 10931. These and other supporting documents shall be prepared by the URs, College Secretaries, Admission Office, and other units charging these fees, in coordination with the CU Accounting Offices.

Tuition and OSF charged during the Registration Period and covered in these Guidelines must be reflected in the Form 5 of eligible students. Admission Fees shall be reflected in the Admission Slips, Entrance Exam Permits, Application Forms, and relevant documents issued by the UP OA and UP units that administered and processed entrance exam applications. All Other School Fees shall be indicated in University documents<sup>2</sup> that indicate the fees and amount of subsidy granted to eligible students.

- **Prevailing rates collected from students during the first semester/trimester AY 2017-2018**

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<sup>2</sup>Documents may include Academic Field Activity (AFA) Information Forms, Medical Billing Statements, and other forms issued and recognized by the University as documentation of fees payable.

The rates to be indicated in Form 5, Admission Slips, Examination Permits, and similar documents shall be the prevailing rates during the first semester/trimester AY 2017-2018, except for University-approved OSF that shall be charged at cost.

In the case of courses with laboratory fees that were revised after the first semester/trimester AY 2017-2018, the rates to be charged shall be the rates approved by the UP Board of Regents before AY 2017-2018.

- **Rates approved by the UP Board of Regents (UP BOR)**

Tuition and OSF rates are deemed approved by the UP BOR when they are:

- Approved in any of the meetings of the UP BOR or a properly held referendum vote between its official meetings;
- Approved by the UP President, in accordance with the authority delegated to the UP President by the UP BOR<sup>3</sup>; or
- Approved by the UP CU Chancellor, in accordance with the authority delegated to the UP Chancellor by the UP BOR<sup>4</sup>.

## **Screening of Students who are eligible for Free Tuition and OSF of RA 10931**

Tuition and OSF enumerated in these Guidelines shall NOT be collected from Filipino undergraduate students EXCEPT for the following students:

- **Students who have attained a bachelor's degree or comparable undergraduate degree from any higher education institution, whether public or private.**

Such students include:

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<sup>3</sup> University of the Philippines System (2008), *Handbook on Existing Delineation of Authority in the University*, pp. 15-17.

<sup>4</sup> University of the Philippines System (2008), *Handbook on Existing Delineation of Authority in the University*, pp. 35-36.



- Graduate students;
- Students enrolled in Juris Doctor;
- Students enrolled in Doctor of Medicine; and
- Undergraduate students who have already obtained a bachelor's degree.

These students shall be assessed using the applicable Tuition and OSF rates.

Students enrolled in Certificate and undergraduate programs that are ladderized (e.g., Associate in Arts offered by the University, Sertipiko sa Malikhaing Pagsulat, Certificate in Forestry, Diploma in Composition and Performing Arts) shall be classified as undergraduate students, and are therefore eligible for Free Tuition and OSF.

Before the regular registration period, College Secretaries shall identify undergraduate students with a previous bachelor's degree. College Secretaries shall inform undergraduate students regarding her/his ineligibility for Free Tuition and OSF in writing or email. College Secretaries are enjoined not publicize the names of undergraduate students who are not eligible for Free Tuition and OSF.

College Secretaries shall also furnish a list of students who are not eligible for Free Tuition and OSF to the CU Office of Student Affairs (OSA) before the Registration Period and immediately after the Registration Period. This is to allow the CU OSA to make the necessary arrangements to accommodate students in need of financial assistance to cover the cost of Tuition and OSF.

- **Students who fail to comply with the admission and retention policies of the University**

The following enrolled students are considered non-compliant with admission policies of the University:

- Non-degree students;
- Cross-registrants from a non-UP home unit, whether public or private; and

- Special students without credit.

Except for Cross-registrants from State Universities & Colleges (SUCs) and Local Universities & Colleges (LUCs) that grant Higher Education Subsidy, these students shall be assessed using the applicable tuition and OSF rates.

Students are considered non-compliant with the retention policies of the University when they are permanently disqualified from enrolling in UP. However, undergraduate students who were permanently disqualified but have been re-admitted on or before the regular registration period are still considered compliant with the retention policies of University.

During enrollment, College Secretaries shall identify current students who do not comply with the admission and retention policies. College Secretaries shall inform undergraduate students regarding her/his ineligibility for Free Tuition and OSF in writing or email. College Secretaries are enjoined not to publicize the names of undergraduate students who are not eligible for Free Tuition and OSF.

College Secretaries shall also furnish a list of students who are not eligible for Free Tuition and OSF to the CU OSA before the Registration Period and immediately after the Registration Period. This is to allow the CU OSA to make the necessary arrangements to accommodate students in need of financial assistance to cover the cost of Tuition and OSF.

- **Students who fail to complete their bachelor's degree or comparable undergraduate degree within a year after the period prescribed in the program**

The prescribed period refers to the normal length of time to complete the requirements for graduation (e.g., four years for BS Tourism, five years for BS Architecture, six years for Doctor of Veterinary Medicine). The *expected duration* to benefit from Free Tuition and OSF shall be the prescribed period of a student's program plus one year (e.g., five years plus one). The reckoning date for the expected duration shall be the semester/trimester when a student first enrolled in UP. Students

who fail to complete their undergraduate degree program within the expected duration since they first enrolled in the University are not eligible for Free Tuition and OSF. These students shall be assessed using the applicable tuition and OSF rates.

When evaluating shiftees, College Secretaries shall adjust the expected duration by the number of semesters/trimester that students spent in their previous degree programs in UP. The number of semesters/trimesters when they benefitted from Free Tuition and OSF in their previous degree program shall be deducted from the expected duration in their present degree program. To facilitate evaluation, College Secretaries shall prepare the form and correspondence to obtain the number of semesters/trimesters when shiftees benefitted from Free Tuition and OSF from the College Secretary of the student's former College in UP.

When evaluating transferees, College Secretaries shall adjust the expected duration by the number of semesters/trimesters that students spent in their previous degree programs in another University or College. The number of semester/trimesters when they benefitted from Free Higher Education under RA 10931 in their previous University or College shall be deducted from the expected duration to benefit from Free Tuition and OSF in their present degree program. To facilitate evaluation, College Secretaries shall prepare the form and correspondence to obtain the number of semesters/trimesters when transferees benefitted from Free Tuition and OSF from the Registrar of the student's former University or College.

When evaluating students returning from LOA and UP students who were previously enrolled in other Universities as exchange students, College Secretaries shall adjust the expected duration by the number of semesters/trimesters when the student was not enrolled in UP. The number of semesters/trimesters when they were on leave or on detail as exchange students shall be added to the expected duration to benefit from Free Tuition and OSF in their present degree program.

When evaluating students returning from AWOL, College Secretaries shall maintain the expected duration to benefit from Free Tuition and OSF based on the year when they first enrolled in UP.

At least two weeks before the regular registration period, College Secretaries shall identify undergraduate students who failed to complete their undergraduate degree program within the expected duration since they first enrolled in the University. College Secretaries shall inform undergraduate students regarding her/his ineligibility for Free Tuition and OSF in writing or email. College Secretaries are enjoined not to publicize the names of undergraduate students who are not eligible for Free Tuition and OSF.

College Secretaries shall also furnish a list of students who are not eligible for Free Tuition and OSF to the CU OSA before the Registration Period and immediately after the Registration Period. This is to allow the CU OSA to make the necessary arrangements to accommodate students in need of financial assistance to cover the cost of Tuition and OSF.

- **Students who voluntarily opt-out**

Students with accomplished Opt-Out Forms are no longer eligible for Free Tuition and OSF during the semester/trimester when they submitted the said form. Once submitted and accepted by the College Secretary, a student waives the availment of Free Tuition and OSF for that semester/trimester. The student shall be assessed using the applicable tuition and OSF rates.

Students may opt-out during the Registration Period only.

The UR shall prepare the form to facilitate the student's voluntary opting out of the Free tuition and OSF in the CU. The form shall contain the following essential elements:

- Name, student number, and academic unit of the student;
- A statement that the student is aware that he/she may voluntarily opt out of the Free Tuition and OSF granted by RA 10931;

- A statement that the student is voluntarily opting out of the Free Tuition and OSF;
- A statement that the decision to opt-out is voluntary and not done under duress;
- A statement of the semester/trimester of the academic year when a student is opting out of Free Tuition and OSF;
- A space to state the reason/s for Opting Out from Free Tuition and OSF granted by RA 10931;
- For those decided to opt-out, an acknowledgment that student has the financial capacity to pay for the Tuition and OSF for the period covered;
- A space to indicate the Name and Signature of the student, and date form is signed;
- A space to indicate Name and Signature of Parent or Guardian of MINOR STUDENTS, and a statement informing the College that they have given their consent to Opt-Out. IF THE STUDENT IS NO LONGER A MINOR, the signature of the parent or guardian is no longer required;
- A space for the Name and Signature of the Person in Charge who authorized to receive the form;
- A space for the Name and Signature of the UR/College Secretary; and
- Space for the details to indicate notarization by the CU Legal Office.

The College Secretary shall assign a person from her/his office to accommodate students who wish to opt-out and pay Tuition and OSF. The Person in Charge shall accept Opt-Out forms and submit accomplished Opt-Out forms to the UR for her/his formal acceptance.

The General Opt-Out process shall be as follows:

- Step 1. Before assessing a student's Form 5, the Person-in-Charge must ask the student if he/she is willing to Opt-Out Voluntarily. If the student expresses her/his intent to Opt-Out, the person in charge must give the student an Opt-Out form. Otherwise, the person in charge must instruct the student to proceed with the assessment and printing of Form 5 to complete her/his registration.

Step 2. The student fills out the Opt-Out Form. To opt-out, the student must indicate ALL OF THE FOLLOWING:

- Awareness of the Tuition and OSF subsidy granted by RA 10931;
- Willingness to opt-out from Free Tuition and OSF granted by RA 10931;
- The decision to opt-out is voluntary and not done under duress;
- The period when the student will Opt-Out;
- Reason for Opting Out from Free Tuition and OSF granted by RA 10931;
- For those decided to opt-out, an acknowledgment that student has the financial capacity to pay for the tuition and OSF for the period covered;
- Name and Signature of the student, and
- IF THE STUDENT IS A MINOR, signature of the parent or guardian, informing the College that they have given their consent to Opt-Out. IF THE STUDENT IS NO LONGER A MINOR, the signature of the parent or guardian is no longer required.

Step 3. The student submits the accomplished Opt-Out Form to the Person-in-Charge.

Step 4. Person-in-Charge reviews the form. If the form is complete, he/she indicates her/his Name and Signature as acceptance of Opt-Out form, on behalf of the University Registrar. Otherwise, the person-in-charge returns the form to the student to complete it.

Step 5. Person-in-Charge marks the student's Form 5, indicating that the student has voluntarily Opted Out. The person-in-charge shall instruct the student to proceed with the assessment and printing of Form 5 to complete her/his registration.

Step 6. Person-in-Charge forwards accomplished Opt-Out forms to the University Registrar for her/his acceptance. University Registrar then forwards the accepted forms to the CU Legal Office for notarization.

Step 7. CU Legal Office notarizes Opt-Out forms and submits these to the UR.

At the end of the Registration Period, the College Secretary shall submit a list of students who opted out from the Free Tuition and OSF grant to the UR. The list shall contain the names and student numbers of the students, their respective degree programs, and the amounts of Tuition and OSF assessed by the College Assessors.

At the end of the Registration Period, College Secretaries shall also furnish a list of students who opted out from the Free Tuition and OSF grant to the CU OSA. This is to allow the CU OSA to make the necessary arrangements to accommodate students in need of financial assistance to cover the cost of Tuition and OSF.

The CU Legal Office shall facilitate the notarization of Opt-Out forms. The cost of notarization shall be charged against the CU's budget.

**The students who are not eligible for Free Tuition and OSF may apply for tuition subsidy and other forms of financial assistance offered by the University.**

Undergraduate students ineligible for Free Tuition and OSF, and students enrolled in Juris Doctor or Doctor of Medicine, may submit applications for tuition subsidy and other forms of financial assistance to the OSA of their CU. CU OSAs shall closely coordinate with the UP System Office of Student Financial Assistance (UP OSFA) in the grant of tuition subsidy and financial assistance to undergraduate students.

Graduate students and other students who wish to avail of financial support shall submit duly accomplished application forms, with the required supporting documents, to the CU OSA.

## **Extension of Free Tuition and OSF grant**

Undergraduate students who were eligible for Free Tuition and OSF but are no longer eligible may request the extended availment during the Registration Period only.

Request for extended availment of Free Tuition and OSF shall be acted upon by the College and approved by the CU Chancellor. Extension of availment shall be on a semester/trimester basis.

The process to evaluate requests to extend availing of Free Tuition and OSF shall be as follows:

- Step 1. Prior to submitting a request for an extension, a student must obtain advice from the College Secretary regarding her/his ineligibility for Free Tuition and OSF. Advice from the College Secretary must include the reason for ineligibility.
- Step 2. A student who wishes to request an extension of availment must write a letter addressed to Chancellor, through the Dean, requesting an extension of availing of Free Tuition and OSF. The student must provide relevant information to justify the extended availing of Free Tuition and OSF.
- Step 3. The Dean shall evaluate cases requesting an extension of Free Tuition and OSF availment. The Dean shall convene a committee of regular faculty members from the College to evaluate the case of students requesting the extension. Upon recommendation from the Committee, The Dean shall endorse cases to the Chancellor for action.
- Step 4. The Chancellor shall evaluate recommendations from the College and communicate her/his decision to the Dean in writing.
- Step 5. The Dean, through the College Secretary, shall inform the student regarding the University's action to her/his request on or before the end of the Registration period. College Secretaries shall inform undergraduate students regarding the action of the Chancellor in



writing or email. College Secretaries must not publicize the results of requests from students.

Students whose requests were not approved may request financial support from the University. The student may submit duly accomplished application forms, with the required supporting documents, to the CU OSAs.

## **Tuition and Other School Fees (OSF) Assessment**

**Enrollment in the University requires the assessment and payment of tuition and other school fees as the final steps to enrollment.**

Assessment of Tuition and OSF shall be the final step in the enrollment process if the student is eligible for Free Tuition and OSF under RA 10931.

If the student does not qualify, then Assessment shall be followed by Payment as the final step to complete her/his registration.

Enrollment is deemed complete when the Form 5 is printed and handed to the student, with all the necessary signatures authorizing enrollment during the term.

**During registration, the difference between the assessment covering the Tuition and OSF indicated in these Guidelines and the amount of Higher Education Subsidy must be zero.**

When assessing the amount payable during the Registration Period, the following items shall be indicated in Form 5:

**Total Tuition**, with the following details

- Tuition for Academic Courses
- NSTP Tuition

**Add Other School Fees**, with the following details:

- Admission Fees
- Entrance Fees

- Registration Fees
- Library Fees
- Laboratory Fees
- Computer Fees
- Athletic Fees
- Cultural Fees
- Medical and Dental Fees
- Guidance Fees
- Handbook Fees
- School ID Fees
- Development Fees

College Assessors shall indicate the value of fees and classify them based on the categories provided in RA 10931.

**Less: Scholarship and Other Privilege**

College Assessors and Assessors from CU Student Financial Assistance Offices or OSAs shall indicate the value of national government-funded scholarships<sup>5</sup>, the value of support provided from donor-funded student scholarship/grant programs, and other subsidy granted by student financial assistance programs of UP.

**Less: Tuition and OSF Subsidy granted by RA 10931**

College Assessors shall assign the value to set amount payable to zero.

To facilitate proper reflection of Tuition and OSF and the Subsidy granted by RA 10931, URs shall modify their CU Form 5 to reflect the following information in the copies to be submitted to the CHED UniFAST:

- Full Name of Student
- Signature of Student
- Student Number
- Degree Program of Student
- Academic Unit of Student

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<sup>5</sup>. Amount pertains to tuition subsidy other than the subsidy granted under RA 10931.

- Term and Academic Year
- Courses enlisted in
- Credit units for courses enlisted in
- Full Name of Adviser
- Signature/Digital Signature of Adviser
- Tuition
- Admission
- Entrance Fees
- Registration Fees
- Library Fees
- Laboratory Fees
- Computer Fees
- Athletic Fees
- Cultural Fees
- Medical and Dental Fees
- Guidance Fees
- Handbook Fees
- School ID Fees
- Development Fees
- Scholarship and other privileges
- Tuition and OSF Subsidy granted by RA 10931
- Remaining number of semesters/trimester to avail Free Tuition and OSF
- Ascent to the UP Privacy Notice for Students
- Class code and section
- Schedule and rooms

**During the semester/trimester, OSF not included in Form 5 shall be assessed and set to zero using the forms prescribed by the University.**

When assessing the amount payable after the Registration Period, the following items shall be indicated in the forms prescribed by the University:

**Other School Fees**, assigned under applicable OSF categories of RA 10931:

**Less: Tuition and OSF Subsidy granted by RA 10931**

College Assessors must assign the value to set amount payable to zero.

The document must reflect the following information in the copies to be submitted to the UniFAST Office:

- Full Name of Student or Grantee
- Student Number (for enrolled students only)
- Degree Program of Student (for enrolled students only)
- Academic Unit of Student (for enrolled students only)
- Term and Academic Year
- Courses enlisted in (when applicable)
- Full Name of Adviser or Head of Unit collecting OSF
- Signature/Digital Signature of Adviser or Head of Unit

## **Administrative Support to prepare Billing Reports**

CU Billing Reports enable the grant of Higher Education Subsidy to eligible students in UP. Timely preparation of these reports complies with Section 11 of the Implementing Rules and Regulations of RA 10931. To ensure compliance with this provision, specific responsibilities shall be assigned to different UP units to implement these Guidelines and prepare the Billing Reports

- The CU OUR shall be responsible for the CU Billing Reports submitted to the UP System.
- The CU Academic Information Systems shall provide the needed technical assistance and infrastructure to support the CU in preparing the Billing Reports.
- The UP System OSFA shall oversee the coordination among the CUs to ensure the timely submission of consolidated reports to the OVPAA and OVPPF.

**The CU shall provide administrative support and allocate budget to facilitate the timely preparation of CU Billing Reports to be submitted to the UP System.**

The Budget required to cover administrative support shall be sourced from the amount of subsidy given to the University from the successful submission of Billing Reports.