

PETITION TO DROP ALL SUBJECTS

_____ Sem., 20__ - 20 __ / Summer 20__

Date: _____

Name: _____

Course & Year: _____

ID No.: _____

I wish to drop all the following subjects:

TERM	CODE	COURSE NO.	UNITS	TIME	ROOM

Student's Signature

Noted:

Instructor 1 _____	Instructor 4 _____	Instructor 7 _____
Instructor 2 _____	Instructor 5 _____	Instructor 8 _____
Instructor 3 _____	Instructor 6 _____	Instructor 9 _____

Present this form for signature to the offices in the order indicated below.

I. OFFICE OF THE DEAN

Remarks: _____

Academic Dean

II. OFFICE OF THE REGISTRAR

Remarks: _____

University Registrar

III. ACCOUNTING OFFICE

Remarks: _____

Treasurer

N.B.:

1. Accomplish a clearance form for dropping.

PERIOD OF DROPPING		CHARGES
SEMESTRAL	MODULAR/SUMMER TERM	
During enrolment or before the start of classes		Registration and ID fees
Within the first week of classes	Within the first and second day of classes	25% of total fees
Within the second week of classes	Within the third and fourth day of classes	50% of total fees
After the second week of classes	After the fourth day of classes	All fees
Special consideration is given to students who drop all subjects due to illness. Upon presentation of medical certificate, the student is charged fees up to the last day of class attendance.		

Source: Education Law 2009

2. A fee of one **hundred pesos (P100.00)** is collected for dropping of subjects.

3. Submit this form at the Registrar's Office after reassessment of fees at the Accounting Office.