



CONFIRMATION FORM

Student Name: _____
Student No.: _____

Date: _____

Policy on Confirmation Fee

A non-refundable Confirmation Fee of Php 7,000.00 shall be paid upon confirmation of slot. For students who will confirm and enroll, the confirmation fee of Php 7,000.00 is not refundable but shall be credited to the student's tuition fee.

Should the student decide to withdraw from the University at any time after confirmation or after enrollment, before the start of classes, or at any time after the start of classes, the Confirmation Fee is deemed forfeited.

A student is considered officially enrolled if:

1. He submits all enrollment requirements.
2. He has paid the tuition fee according to the chosen payment scheme (A = Full Payment; B = Two Payments; C = Three Payments).
3. He has undergone the Physical Examination and was issued a "Fit to Study" certification by the UA&P-accredited clinic.

-----**Agreement**-----

I would like to confirm my enrollment at the University of Asia and the Pacific for the first semester of school year 2017-2018. I have read and accept the Policy on confirmation fee and tuition fee as stated above and on the reverse side of this confirmation form. I am aware that should I decide to withdraw from the University at any time after confirmation or after enrollment, or before the start of classes, or at any time after the start of classes, the Confirmation Fee is not refundable.

Student: _____
Signature Over Printed Name

Concurred: _____
Parent/Guardian: _____
Signature Over Printed Name

For FMR use only:	
	Date: _____
Amount Paid: _____	
O.R. No.: _____	

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**University of Asia and the Pacific
REFUND POLICY**

Confirmation Fee: Should the student decide to withdraw from the University at any time after confirmation or after enrollment, before the start of classes, or at any time after the start of classes, the Confirmation Fee is deemed forfeited.

Tuition & Miscellaneous Fee:

a. All withdrawal of enrollment to be valid must be done in writing. The effectivity date of the withdrawal is based on the date the letter was received by the Registrar's Office.

b. If the student has paid the pertinent tuition and other fees in full or for any period longer than one month but he voluntarily and in writing withdraws from the university, transfer to another university, go on Leave of Absence (LOA), or drops a subject he enrolled in within two (2) weeks after the beginning of classes, he shall be entitled to a refund of tuition and/or other fees based on the following schedule:

within the first week of class	- 75% refund
within the second week	- 50%
after the second week	- no refund

c. If the student withdraws his enrollment, in writing, after the second week of classes, he is not entitled to any refund.

d. The tuition fee refund policy shall apply even if the student has not attended classes.

Ref.: Reg 102/2010; MAN 257/2009
Education Law, Art XX

SY 2017-2018

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