



UNIVERSITY OF THE PHILIPPINES
Quezon City

OFFICE OF THE PRESIDENT

MEMORANDUM NO. PDLCL 17-21B

Date: 7 August 2017

To: Chancellors
Registrars
Student Affairs Units
Deans and Directors of Academic Units
Cash and Accounting Offices

Cc: Executive Vice President
Vice Presidents
Secretary of the University

Subject: **SUPPLEMENTAL GUIDELINES ON TUITION AND OTHER FEES
ASSESSMENT & COLLECTION FOR AY 2017-2018**

In the spirit of the recently promulgated *Universal Access to Quality Tertiary Education Act* (Republic Act No. 10931), and pending the promulgation of its Implementing Rules and Regulations, the following guidelines shall take effect immediately:

1. No tuition and other school fees shall be collected from Filipino undergraduate students except from:
 - a. Students who have already attained a bachelor's degree or comparable undergraduate degree from any higher education institution, whether public or private;
 - b. Students who fail to comply with the admission and retention policies of the University;
 - c. Students who fail to complete their bachelor's degree or comparable undergraduate degree within a year after the period prescribed in their program. (Section 6, Republic Act No. 10931)

The foregoing excepted students may, however, apply for financial assistance, or discount under UP's Socialized Tuition System.

Students with financial capacity may voluntarily opt out by paying tuition and other school fees as their contribution to the University (see Section 4, Republic Act No. 10931).

2. UP's current enrollment system requires the assessment of tuition and other fees as the final step to enrollment. During registration, the tuition and other fees assessment for qualified students shall be set at zero. Those who have already been assessed but have not yet paid shall have their registration forms reassessed in accordance with their unit's enrollment process in order to complete their enrollment. For those who are qualified but have already paid, the process for refund shall be addressed in separate guidelines.

3. A student is required to update his student profile before proceeding with registration. A student desiring to avail of financial support or additional scholarship shall submit a duly accomplished application form together with the required supporting documents.
4. Graduate students are not covered by these Guidelines. However, they may apply for scholarship by submitting duly accomplished application forms together with the required supporting documents.
5. Law and Medicine proper students are not qualified for tuition and other fees subsidy under RA 10931. They may, however, avail of financial assistance or discount from UP's Socialized Tuition System by submitting duly accomplished application form together with the required supporting documents.

Students of medicine may avail of tuition subsidy under the CHED DBM Joint Memorandum Circular 2017-4.

For your guidance and compliance.


DANILO L. CONCEPCION
President