

PRINT ALL ENTRIES

LYCEUM OF THE PHILIPPINES UNIVERSITY
Cavite Campus

REGISTRAR'S OFFICE

DROPPING FORM

Check: for () all subjects () part of load
_____ Sem/Special Term AY 20__ - 20 __

Name: _____

Student No.: _____

Course & Yr. Level: _____

Reasons for dropping: _____

| Subject Code | Section | Faculty Name | Signature of the Faculty | Date |
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By affixing my signature on this form, I hereby acknowledge and certify that I have carefully read and understood the terms and conditions of the Data Privacy Policy of the Lyceum of the Philippines University (LPU). By providing personal information to LPU, I am confirming that the data is true and correct. I understand that LPU reserves the right to revise any decision made on the basis of information I provided should the information be found to be untrue or incorrect. I likewise agree that any issue that may arise in connection with the processing of my personal information will be settled amicably with LPU before resorting to appropriate arbitration or court proceedings within the Philippine jurisdiction. Finally, I am providing my voluntary consent and authorization to LPU and its duly authorized representatives to lawfully process my / my child's data information.

Student's Signature Over Printed Name

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Rules on Dropping/Withdrawal of Subjects with and without refund:

Definition of Terms:

Downpayment - amount paid during enrolment whether down payment or full payment.
Excluded Fees - registration fee, smart card ID and Student Handbook (Freshmen) and ID revalidation fee (old student).
Balance Fees- Total Assessed Fees less Excluded Fees.

Rule 1 – Dropping of All Subjects:

Before the start of classes - Refund is equivalent to Downpayment less Excluded Fees.
Within 1st week after the start of classes during the Regular Semester / Within 3 days from the start of classes during Special/Summer term - Refund is equivalent to Downpayment less Excluded Fees and 10% of Balance of Fees.
Within 2nd week after the start of classes during the Regular Semester / Within 6 days from the start of classes during Special/Summer term - Refund is equivalent to Downpayment less Excluded Fees and 20% of Balance of Fees.
After the 2nd week of classes - No Refund. Total assessed fees less Downpayment shall be paid in full.

Rule 2 - Individual Dropping of Subjects:

Before the start of classes - Credit adjustment or refund, whichever is applicable, is equivalent to the tuition fee and laboratory fee for each subject dropped.
Within the 1st week from the start of classes during the Regular Semester / Within 3 days from the start of classes during Special/Summer term - Credit adjustment or refund, which ever is applicable, is equivalent to the tuition fee and laboratory fee for each subject dropped less 10% of tuition and laboratory fee.
Within the 2nd week from the start of classes during the Regular Semester / Within 6 days from the start of classes during Summer term - Credit adjustment or refund, which ever is applicable, is equivalent to the tuition fee and laboratory fee for each subject dropped less 20% of tuition and laboratory fee.
After the 2nd week of classes - No Credit adjustment or refund.

Last day for dropping of subjects without refund - One day before the midterm exams.

Noted By:

Guidance Director

Director of Libraries

Approved by:

Chair/Dean

University Registrar

Date: _____

Date: _____

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