

UNIVERSITY OF THE PHILIPPINES
COLLEGE OF EDUCATION


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OFFICE OF THE COLLEGE SECRETARY

OCS Memorandum 2024-13

To: **ALL UNDERGRADUATE STUDENTS ONLY**

From: 
FRANCES OLIVIA M. MAGTOTO
College Secretary **07-Aug-2024**

Subject: **FREE TUITION EXTENSION APPEAL FOR FIRST SEMESTER AY 2024-2025**

Please be informed that the Office of the College Secretary will accept free tuition extension appeals effective First Semester AY 2024-2025 starting **today, 07 August 2024** until **10:00 AM of Friday, 16 August 2024** only.

As per Undergraduate Student Admission, Progress, and Welfare (USAPAW) Committee, the following documents should be submitted to educacad.updiliman@up.edu.ph (*Subject line: Appeal for extension of free tuition_Surname, First Name*):

1. Letter of appeal with the following details:
 - a. Student Number
 - b. Remaining number of units
 - c. No. of times the extension of free tuition appeal is granted
 - d. Year standing/remaining number of semesters in degree program.
 - e. Reason why the student was unable to finish the degree during the expected period (i.e., health reason, work, etc.)
 - f. Status of settlement of deferred grades, INCs, and 4s (if applicable)
 - g. Income Tax Return / proof of income

Note: Letter should be signed by parents/guardian (if applicable) and endorsed by the Program Adviser and DCI Chair.
2. Document/s that would support reason for not finishing the program on time (i.e., medical certificate, work documents, etc.) and proof that the student is working on the settlement of deferred grades, INCs and 4s.
3. A print-out/screenshot of most recent grades **from ALL semesters generated from CRS** (saved as a Word/PDF file)
4. Accomplished curriculum checklist that is "Certified Correct" by the Program Adviser. The checklists can be downloaded at <https://our.upd.edu.ph/curriculum.html> (for 2012-2017 student nos. ONLY). *N.B. Student nos. 2011 & below – c/o respective program advisers*

Please refer to and be guided by the attached appeals process flow chart.

Thank you.