

APPLICATION FOR PRIVELEGE TO STUDY AT REDUCED FEES

Name of Applicant _____ Course Program: _____ Sex: _____

Designation _____ Office/Unit _____

Email Address _____ Contact Number _____

Job Classification: () Admin () REPS () Faculty

Complete Home Address _____

A. COURSES TO BE TAKEN FOR _____ SEMESTER/SUMMER 20____ - 20____

Subjects	Days	Time	Unit
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

B. CERTIFIED CORRECT AS TO TIME SCHEDULE OF COURSES TO BE TAKEN:

MARIBEL L. DIONISIO-SESE

Registrar

Date

C. REVISED WORK SCHEDULE:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Signature of Applicant

D. SUBJECTS TAKEN DURING THE LAST ENROLLMENT: _____ Semester/Summer, 20____ - 20____

Subjects	Grade	Unit	Certified correct:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

College Secretary

E. RECOMMENDED BY: (To be filled out by Supervisor/Chairman)

If not permanent, will appointment be renewed? () Yes () No

If yes, for what period? _____

Actual teaching load unit (if applicable only): _____

Unit credits for non-teaching activity: _____

Immediate Supervisor

Date

Head/Chair/Director

Dean

Date

F. CLEARED

Status of Appointment: () full time personnel () regular part-time faculty

Leave Status () on study leave _____

() on vacation leave with pay _____

() Non-Government Worker (Employment contract should be co-extensive with the term for which the privilege is applied for)

For enrollment is not more than _____ units with only _____ units at reduced fees.

Chief, Human Resources Development Office

Date

G. APPROVED/DISAPPROVED

Vice Chancellor (Instruction/Research & Extension/Administration)

Date

Note:

1. Please attached contract of appointment of those Contractual/NGW employees with at least one year of service to the university.
2. Violation of the rules on privilege to study at reduced fees shall be sufficient ground for disciplinary action under Civil Service rules and regulations and rules in discipline by the Board of Regents.