

APPLICATION FOR PRIVILEGE TO STUDY AT REDUCED FEES

Name of Applicant \_\_\_\_\_ Course Program: \_\_\_\_\_ Sex: \_\_\_\_\_  
Designation \_\_\_\_\_ Office/Unit \_\_\_\_\_  
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:

MARGARITA CARMEN S. PATERNO  
University Registrar

\_\_\_\_\_  
Date

C. REVISED WORK SCHEDULE:

Monday: \_\_\_\_\_ Thursday: \_\_\_\_\_  
Tuesday: \_\_\_\_\_ Friday: \_\_\_\_\_  
Wednesday: \_\_\_\_\_ 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

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

\_\_\_\_\_  
Chief, Human Resources Development Office

\_\_\_\_\_  
Date

G. APPROVED/DISAPPROVED

\_\_\_\_\_  
Vice Chancellor (Academic Affairs/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.