

UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
College, Laguna

APPLICATION FOR PRIVILEGE TO STUDY AT REDUCED FEES

Name of Applicant _____ Degree: _____ Sex Assigned at Birth: _____
Designation _____ Office/Unit _____
Complete Home Address _____
Email Address: _____ Student Number: _____
Classification: [] Faculty [] REPS [] Administrative

A. COURSES TO BE TAKEN FOR _____ SEMESTER/TRIMESTER/MIDYEAR, AY _____

Subject/s	Section	Day	Time	No. of Unit/s
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

B. REVISED WORK SCHEDULE:

Monday: _____ Thursday: _____
Tuesday: _____ Friday: _____
Wednesday: _____ Saturday: _____

Signature of Applicant

C. 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
Date: _____

Dean
Date: _____

D. CLEARED

This is to certify that _____ holds the following status:

- [] Permanent OA: _____
- [] Temporary
- [] Casual
- [] Under Contract of Service
- Inclusive Dates: _____
- [] Full Time
- [] Part Time
- [] On active duty / not on leave
- [] On study leave with/without pay
- [] On sick leave with/without pay
- [] On vacation leave with/without pay
- [] Sabbatic
- [] On secondment to another gov't agency or outside the country on academic assignment

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

Director, Human Resources Development Office

Date

E. SUBJECTS TAKEN DURING THE LAST ENROLLMENT: _____ Semester/Trimester/Midyear, AY _____

Subject/s	Grade	Unit	Certified correct:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

College Secretary

Date

F. CERTIFIED CORRECT AS TO THE COURSE/S TO BE TAKEN:

MARGARITA CARMEN S. PATERNO
University Registrar

Date

G. APPROVED / DISAPPROVED:

For Faculty Member: _____ For REPS: _____ For Administrative Personnel: _____

AGHAM C. CUEVAS
Vice Chancellor for Academic Affairs

NATHANIEL C. BANTAYAN
Vice Chancellor for Research and Extension

ROLANDO T. BELLO
Vice Chancellor for Administration

Note: 1. Please attached contract of appointment of those Contractual/NGW employees with at least one year of service to the university.
2. The current appointment should be co-extensive with the semester or term for which the privilege is applied for.
3. 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.