

UNIVERSITY OF THE PHILIPPINES
DILIMAN **QUEZON CITY**
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E-MAIL: chancellor.updiliman@up.edu.ph

OFFICE OF THE CHANCELLOR

5 September 2019

MEMORANDUM NO. MLT 19-167

TO : ALL CONCERNED

SUBJECT : Implementation Guidelines on the Grant of Free Higher Education for Academic Year 2019-2020

In a meeting held on 04 September 2019, the College Secretaries and Graduate Program Coordinators discussed the Implementation Guidelines for the Grant of Free Higher Education for AY 2019-2020 released through OVPA & OVPPF Joint Memorandum No. 9 and have agreed to implement the policies stipulated in the guidelines, and to forward to my office a resolution assigning the Accounting Office in the preparation of billing reports with the assistance of the Office of the University Registrar (OUR).

As Chancellor, I affirm the decision to implement the policies stipulated in the guidelines, and approve the resolution to assign the Accounting Office in the preparation of billing reports with the assistance of the OUR. With this memorandum are:

- (1) the form for opting out of the Free Tuition and OSF privilege;
- (2) the flowchart for opting out;
- (3) the flowchart for extension of Free Tuition and OSF grant; and
- (4) the schedule for the completion of the registration process for Juris Doctor and undergraduate students for the First Semester 2019-2020.

For your guidance.



MICHAEL L. TAN, Ph.D.
Chancellor

UCSS, AISS

Action of the UNIVERSITY REGISTRAR:	
<input type="checkbox"/> Approved	<input checked="" type="checkbox"/> Noted
<i>Forward to EC, CS, GPC and post on CRS</i>	
MA. THERESA Y. YONGAYONG, Ph.D. University Registrar	
Date: <i>9/5/19</i>	

UNIVERSITY OF THE PHILIPPINES DILIMAN

OFFICE OF THE UNIVERSITY REGISTRAR

VOLUNTARY OPTING OUT OF THE FREE TUITION AND OTHER SCHOOL FEES FORM

STUDENT COPY

Semester: _____ AY: _____

COLLEGE: _____

NAME: _____

PROGRAM: _____

STUDENT NO: _____

REASON FOR OPTING OUT:

I, undersigned, attest that

I have been made aware of the Free Tuition and Other School Fees (OSF) subsidy granted by RA 10931 and that I may voluntarily opt-out of it.

This decision to opt-out is voluntary and not done under duress.

I have the financial capacity to pay the tuition and OSF for the term specified above.

STUDENT'S SIGNATURE OVER PRINTED NAME

DATE: _____

I, parent/guardian of the student above, am informing the college of my consent to voluntarily opting out of the Free Tuition and OSF granted by RA 10931.

PARENT/GUARDIAN'S SIGNATURE OVER PRINTED NAME

DATE: _____

Received by:

SIGNATURE OVER PRINTED NAME OF PERSON-IN-CHARGE

DATE: _____

MA. THERESA T. PAYONGAYONG, PhD

University Registrar

space for notarization

UNIVERSITY OF THE PHILIPPINES DILIMAN
OFFICE OF THE UNIVERSITY REGISTRAR

VOLUNTARY OPTING OUT OF THE FREE TUITION AND OTHER SCHOOL FEES FORM

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University Registrar

space for notarization

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OFFICE OF THE UNIVERSITY REGISTRAR

VOLUNTARY OPTING OUT OF THE FREE TUITION AND OTHER SCHOOL FEES FORM

OUR COPY

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COLLEGE: _____

NAME: _____

PROGRAM: _____

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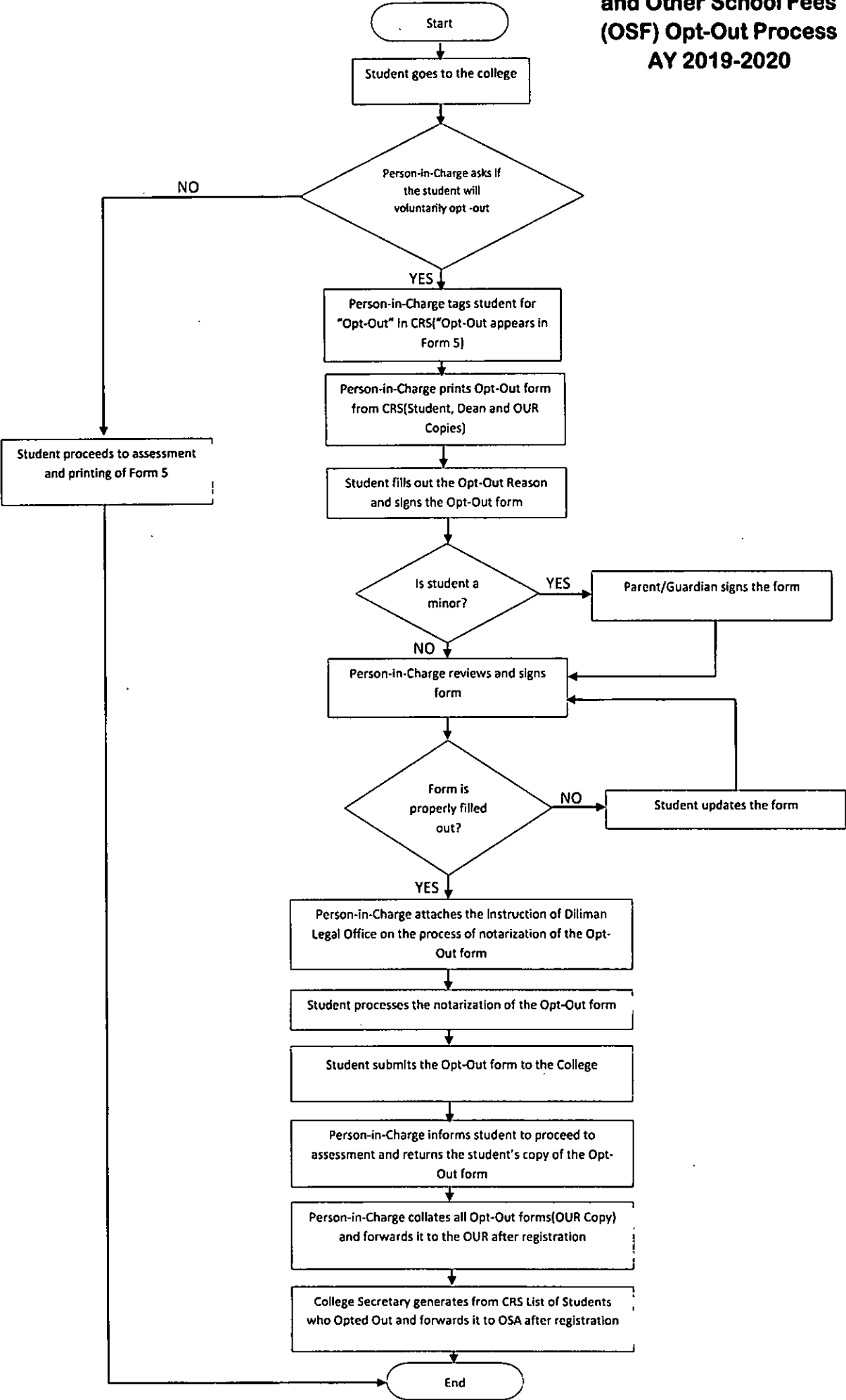
DATE: _____

MA. THERESA T. PAYONGAYONG, PhD

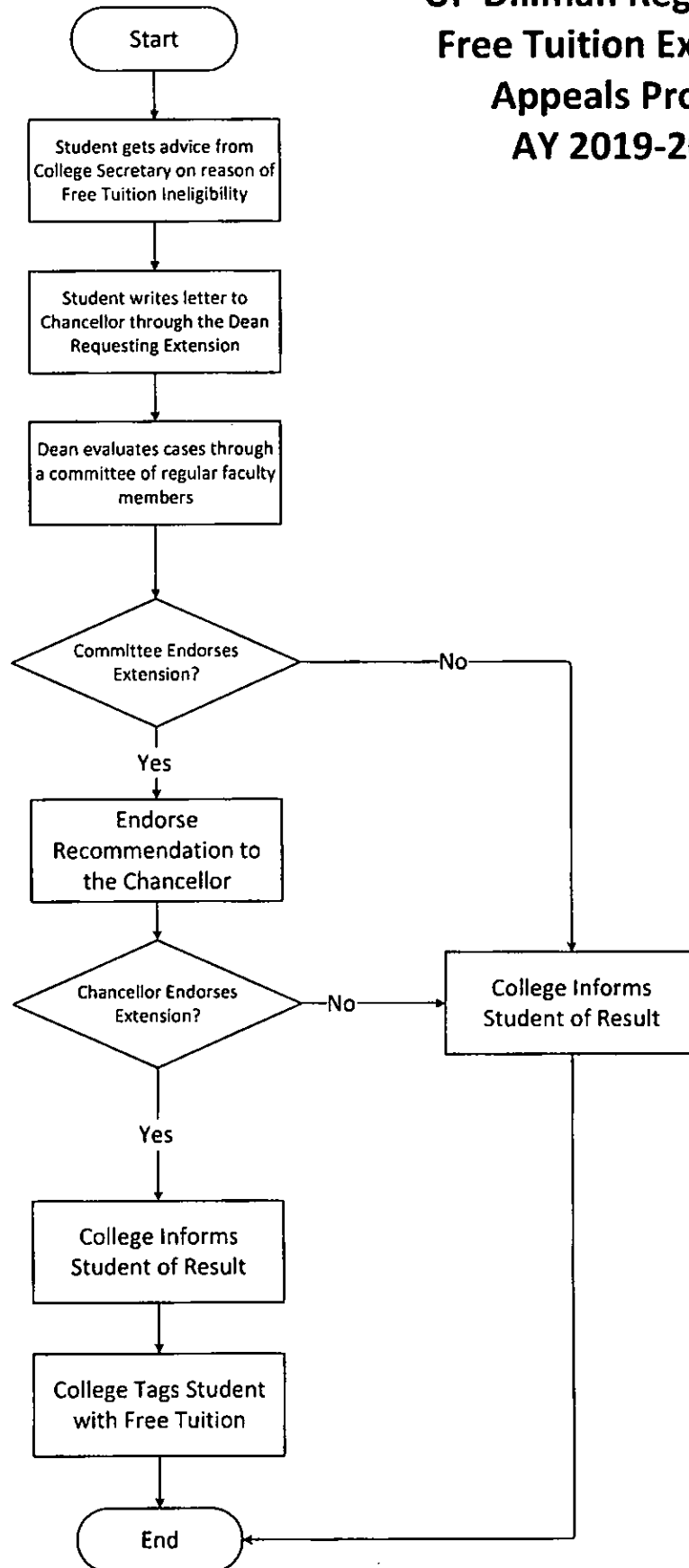
University Registrar

space for notarization

**UP Diliman Free Tuition
and Other School Fees
(OSF) Opt-Out Process
AY 2019-2020**



UP Diliman Registration Free Tuition Extension Appeals Process AY 2019-2020



**SCHEDULE FOR THE COMPLETION OF THE REGISTRATION PROCESS FOR JURIS DOCTOR AND
UNDERGRADUATE STUDENTS FOR THE FIRST SEMESTER 2019-2020**

DATE	ACTIVITY
September 6, 9, & 10, 2019 (Friday, Monday & Tuesday)	Assessment and Printing of Form 5
September 6, 9-13, 2019 (Friday, Monday-Friday)	Payment, if applicable