



STUDENT RECORDS OFFICE Office of the College Secretary

College of Social Work and Community Development
University of the Philippines Diliman

Magsaysay Ave., UP Diliman, Quezon City • Contact No. 8981-8500 local 4105

APPEAL FOR LATE PAYMENT OF REGISTRATION FEE

Who needs to submit an appeal for late payment of registration fee?

- A student who was **not** able to settle payment of fees beyond the registration period

STEPS:

1. The student writes a letter of appeal for late payment of registration fee addressed to the Chancellor, to be endorsed and signed by the Program Adviser.
2. Fill-up the google form for the [Appeal for Late Payment of Registration Fee](#).
3. The SRO routes and returns the endorsed letter of appeal to the student.
4. The student emails the appeal to the Office of the University Registrar (OUR) helpdesk at our.diliman@up.edu.ph for approval.
5. The student will receive an acknowledgment and ticket number from the OUR helpdesk.
6. The OUR forwards the appeal to the Office of the Chancellor for final action.
7. The OUR notifies the student of the action/recommendation and necessary instructions. - end.

Important reminder:

For further guidance, read more about the issuances and procedures on late payment of registration issued by the OUR:

Late registration and late change of matriculation (CoM) Process [here](#).

Deadline of appeal - [Academic Calendar](#).

Please keep posted for updates/announcements/information pertaining to academic affairs, enrollment, deadlines, etc. You may refer to the following:

UPD Office of the University Registrar: <https://our.upd.edu.ph/>

UPD CRS official website: <https://crs.upd.edu.ph/>

UPD CSWCD official website: <https://cswcd.upd.edu.ph/>

UPD CSWCD SRO official website: <https://pages.upd.edu.ph/srocsxcd>

UPD CSWCD SRO official facebook page: <https://www.facebook.com/sro.cswcd>

Inquiries, submission of applications and other forms, requests and other needed assistance from SRO should be coursed through to our email address: cswcdsro.upd@up.edu.ph

For your guidance.

Thank you.

-SRO, CSWCD-