



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 Extension of Free Tuition and OSF Grant

“Undergraduate students who were eligible for Free Tuition and OSF but are no longer eligible may request the extended availment during the Registration Period only.”

“Request for extended availment of Free Tuition and OSF shall be acted upon by the College and approved by the CU Chancellor. Extension of availment shall be on a semester basis.” [Source: Implementation Guidelines for the Grant of Free Tuition and Other School Fees in UP, 03 September 2019, p. 16-17]

Process:

1. **Check your eligibility for Free Tuition and OSF Grant. Generally, “the reckoning date for the expected duration shall be the semester/trimester when a student first enrolled in UP.”** For those who were admitted into CSWCD as transferees or shiftees, please take note of the adjustments made. “The number of semesters/trimesters when they benefited from Free Tuition and OSF in their previous degree program shall be deducted from the expected duration in their present degree program.” If unsure as to the status of your eligibility, please coordinate with your respective Program Advisers and/or the Student Records Office.
2. **If NO longer covered by Free Tuition and OSF Grant, write a Letter of Appeal** addressed to the Chancellor, through channels. The letter should contain the following details:
 - a. Student Number
 - b. Remaining number of units
 - c. Year standing/remaining number of semesters in degree program
 - d. Reason/s why the student was unable to finish the degree during the expected period (e.g., health reason, work, etc.)
 - e. [Only if applicable] Status of settlement of deferred grades, INCs, and 4.0s.
 - f. Include plans/timeline of completion/removal.
 - g. [Only if applicable] Number of times that the student was granted extension of free tuition and OSF
 - h. Signature of parent/guardian
 - i. Endorsement of Program Adviser and Department Chair [either DCD, DSW]
3. **Attach necessary Supporting Documents** such as:
 - TCG, Certificate of Year-Level Standing
 - Accomplished POS with Program Adviser’s signature
 - medical certificate, employment certificate, income of parents, etc.
 - proof that you are working on the settlement of deferred grade, INCs and 4.0s

Submission Period/Processing:

1. **College-level Processing:** The students who want to file their respective appeals for the extension of Free Tuition and OSF Grant need to:
 - Prepare the letter, secure the necessary supporting documents and coordinate with your Program Adviser as soon as possible.
 - Submit to the SRO during the registration period via this assigned [Google Form](#) for initial assessment.
 - SRO to forward received documents to CSAW for deliberation and action and for the endorsement of the CSWCD Dean.

2. **Submission to OVCAA, OC.** The OCS-SRO will transmit all received and processed appeals to the OVCAA:
 - Submission of appeal during the Registration Period only.
 - For Registration Period please refer to this [UPD Academic Calendar](#).

Refer to the attached excerpts from the Implementation Guidelines for the Grant of Free Tuition and Other School Fees in UP, 03 September 2019, p. 16-17 and the UP Diliman Registration Free Tuition Extension Appeals Process [flowchart](#).

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 information and guidance.

Thank you.

-SRO, CSWCD-

Extension of Free Tuition and OSF grant

Undergraduate students who were eligible for Free Tuition and OSF but are no longer eligible may request the extended availment during the Registration Period only.

Request for extended availment of Free Tuition and OSF shall be acted upon by the College and approved by the CU Chancellor. Extension of availment shall be on a semester/trimester basis.

The process to evaluate requests to extend availing of Free Tuition and OSF shall be as follows:

Step 1. Prior to submitting a request for an extension, a student must obtain advice from the College Secretary regarding her/his ineligibility for Free Tuition and OSF. Advice from the College Secretary must include the reason for ineligibility.

Step 2. A student who wishes to request an extension of availment must write a letter addressed to Chancellor, through the Dean, requesting an extension of availing of Free Tuition and OSF. The student must provide relevant information to justify the extended availing of Free Tuition and OSF.

Step 3. The Dean shall evaluate cases requesting an extension of Free Tuition and OSF availment. The Dean shall convene a committee of regular faculty members from the College to evaluate the case of students requesting the extension. Upon recommendation from the Committee, The Dean shall endorse cases to the Chancellor for action.

Step 4. The Chancellor shall evaluate recommendations from the College and communicate her/his decision to the Dean in writing.

Step 5. The Dean, through the College Secretary, shall inform the student regarding the University's action to her/his request on or before the end of the Registration period. College Secretaries shall inform undergraduate students regarding the action of the Chancellor in writing or email. College Secretaries must not publicize the results of requests from students.

Students whose requests were not approved may request financial support from the University. The student may submit duly accomplished application forms, with the required supporting documents, to the CU OSAs.

Tuition and Other School Fees (OSF) Assessment

Enrollment in the University requires the assessment and payment of tuition and other school fees as the final steps to enrollment.

Assessment of Tuition and OSF shall be the final step in the enrollment process if the student is eligible for Free Tuition and OSF under RA 10931.

If the student does not qualify, then Assessment shall be followed by Payment as the final step to complete her /his registration.

Enrollment is deemed complete when the Form 5 is printed and handed to the student. with all the necessary signatures authorizing enrollment during the term.

During registration, the difference between the assessment covering the Tuition and OSF indicated in these Guidelines and the amount of Higher Education Subsidy must be zero.

When assessing the amount payable during the Registration Period, the following items shall be indicated in Form 5:

Total Tuition, with the following details:

- Tuition for Academic Courses
- NSTP Tuition

Add Other School Fees, with the following details:

- Admission Fees
- Entrance Fees

