

VERSION NO. 1	MANUAL TITLE FINANCE AND ADMINISTRATIVE MANUAL	DOCUMENT NO. FAM 12.06
	DOCUMENT NAME TUITION FEE DISCOUNTS AND PRIVILEGES	REVISION NO. 0
		EFFECTIVITY DATE AUGUST 1, 2022
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1.0 Objectives

- 1.1 To set rules, conditions, and requisites for the processing of applications for tuition fee discounts and privileges.
- 1.2 To ensure that records and reports related to Tuition fee discounts and privileges processing are accurate, properly documented, and produced in a timely manner.

2.0 Scope

This policy applies to all students of the University across all campuses.

3.0 Policies

- 3.1 The following are the nature/type of Tuition Privileges that the students may apply for:
 - 3.1.1 Employee Dependent
 - 3.1.2 Member's of the Same Family (Siblings)
 - 3.1.3 Executive Board's Special Privileges
 - 3.1.4 Government Employee (Graduate School and JD)
 - 3.1.5 Private Employee (Graduate School)
 - 3.1.6 UV Alumni (10% discount on tuition)
 - 3.1.7 Parent UV ALUMNI- 10% on tuition for one academic year only
 - 3.1.8 Pag-ibig loyalty card 10% on tuition fee except for medical courses, Engineering and Maritime, and Graduate school
 - 3.1.9 Persons with Disability (PWD)
- 3.2 The applicant shall accomplish the Application for Tuition Privilege form with the required documents, 5 working days before the preliminary examination.
- 3.3 Application for tuition privilege shall be renewed every semester/term.
- 3.4 Multiple privileges shall not be allowed. In case it happens, the applicant shall enjoy the highest privilege granted.
- 3.5 Any false information written by the applicant on this form shall cause the disapproval of the application or cancellation of the privilege already granted.
- 3.6 All applications for tuition fee discounts and privileges shall be approved by the Chief Finance and Administrative Officer.
- 3.7 The amount of discount approved on the Tuition fee shall be effected by the Accounting Specialist – Accounts receivable upon approval.

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4.0 Narrative Procedures

Person Responsible	Activities
Student	1. Accomplishes the application for tuition fee privileges form and specifies the nature of the privilege applied by filling in the applicable category.
Supervisor – A/R, Billing & Scholarship	2. Receives and evaluates the application for Tuition Privilege and forwards to Chief Finance and Administrative Officer for approval.
Chief Finance and Administrative Officer	3. Approves the Tuition Privilege applications.
Supervisor – A/R, Billing & Scholarship	4. Effects entries to the individual student accounts ledger the approved tuition privileged of the qualified applicants.

5.0 List of Forms

5.1 Application for Tuition Fee Privileges (Others)

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