

# SCHEDULE OF TUITION AND OTHER FEES

(Effective First Semester, AY 2013-2014)

## Application Fees (non-refundable)

	UNDERGRADUATE	DIPLOMA/MASTERS	DOCTORAL
Local Applicants	Php 350.00	Php 500.00	Php 500.00
Applicants based abroad	USD 75.00	USD 100.00	USD 100.00

## Enrollment Fees

	UNDERGRADUATE	DIPLOMA/MASTERS	DOCTORAL
Tuition fee per unit	PhP 1000.00	PhP 1000.00	PhP 1000.00
Miscellaneous *	PhP 2,000.00/sem	PhP 2,000.00/sem	PhP 2,000.00/sem
Laboratory Fee	PhP 400-800/subject	PhP 400-800/subject	PhP 400-800/subject
Instructional Materials Fee	PhP 100/ course (pdf copy) PhP 100-1000/course (printed copy)	PhP 100/ course (pdf copy) PhP 100-1000/course (printed copy)	PhP 100/ course (pdf copy) PhP 100-1000/course (printed copy)

### \* Breakdown of Miscellaneous Fees

Energy Fee	PhP 250.00
Library Fee	PhP 1,100.00
Registration Fee	PhP 40.00
Technology Fee	PhP 610.00

## Additional Enrollment Fees for New Student

	UNDERGRADUATE	DIPLOMA/MASTERS	DOCTORAL
ID Fee	Php 130.00	Php 130.00	Php 130.00
Deposit	Php 100.00	Php 100.00	Php 100.00
Entrance	Php 30.00	Php 30.00	Php 30.00

## Educational Development Fund (EDF) for Non Filipino Students

	UNDERGRADUATE	GRADUATE
<b>Resident Alien</b>	USD 150.00/sem	USD 250.00/sem
	USD 60.00/summer	USD 100.00/summer
	USD 30.00/residency	USD 50.00/residency
<b>Non-Resident</b>	USD 300/sem	USD 500.00/sem
	USD 120/summer	USD 200.00/summer
	USD 60.00/residency	USD 100.00/residency

## Other fees

Change of Matriculation (Includes enrollment in additional subject, substitution of one subject for another, cancellation of a subject)	Php 10/course
Removal Examination	Php 20/course
Dropping of Subject	Php 10/unit
Filing Leave of Absence	Php 150
Fine of Absence w/o leave	Php 225
Graduation Fee	Php 300
<b>Request for Transcript of Records</b>	
First Copy	Php 30/page
Recopy	Php 30/page
Certification	Php 20/copy

English Translation of Diploma	Php 50/copy
Validation Exam Fee	Php 100/course
Clinical Practicum Fee (for Selected MAN courses)	Php 600-1,000/course
Mailing Fee (local courier)	Php 150
Mailing Fee	varies per country

### Sample Assessment of Fees per Term

Particular	Rate	Academic Load			
		3 units (one course)	6 units (2 courses)	9 units (3 courses)	12 units (4 courses)
Tuition fee	1000/unit	PHP 3,000.00	PHP 6,000.00	PHP 9,000.00	PHP 12,000.00
Miscellaneous fee	2000/term	PHP 2,000.00	PHP 2,000.00	PHP 2,000.00	PHP 2,000.00
Instructional materials fee (IMF)	100/course	PHP 100.00	PHP 200.00	PHP 300.00	PHP 400.00
<b>Sub total</b>		<b>PHP 5,100.00</b>	<b>PHP 8,200.00</b>	<b>PHP 11,300.00</b>	<b>PHP 14,400.00</b>
<b>Additional fees for new students</b>					
ID Fee		PHP 130.00	PHP 130.00	PHP 130.00	PHP 130.00
Entrance		PHP 30.00	PHP 30.00	PHP 30.00	PHP 30.00
Deposit		PHP 100.00	PHP 100.00	PHP 100.00	PHP 100.00
<b>Sub Total</b>		<b>PHP 260.00</b>	<b>PHP 260.00</b>	<b>PHP 260.00</b>	<b>PHP 260.00</b>
<b>Grand total</b>		<b>PHP 5,360</b>	<b>PHP 8,460.00</b>	<b>PHP11,560.00</b>	<b>PHP 14, 660.00</b>

#### Other fees may include:

Printed course materials PHP100-1000  
EDF (for foreign students) USD 150-500 / term  
Mailing charges for course materials

### Transfer Tuition

Any student transferring from one program to another in the University after he/she has paid his/her matriculation fees must pay an amount corresponding to the difference, if any, in tuition and miscellaneous fees. In addition, he/she must pay a change of registration fee.

### Refunds

A student who has paid his/her matriculation fee and who wishes to withdraw his/her registration shall be entitled to a refund of his/her matriculation fees, except entrance and registration fees, in accordance with the following schedule:

Withdrawal on or before the start of classes 100%

Withdrawal after the start of classes 80%

Semestral schedule – on or before one month after the start of classes

Trimestral schedule – on or before 3 weeks after the start of classes

Course materials are the property of students, hence, no refund will be made.