



**UNIVERSITY OF THE PHILIPPINES OPEN UNIVERSITY**  
**Office of the University Registrar**  
**REFUND APPLICATION FORM**

Submit completed form to the Office of the University Registrar (registration@upou.edu.ph) together with the following:

- |  |   |
|--|---|
| 1. Photocopy/Digital copy of Form 5              | 3. Photocopy/Digital copy of proof of payment |
| 2. Proof of payment (mailing fee), if applicable | 4. Other supporting documents                 |

Date filed: _____	Student Number: _____
Name: _____	Program: _____
Email address: _____	Location: <input type="checkbox"/> Offshore <input type="checkbox"/> Local
Signature _____	Term: <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> Midyear
	AY _____ to _____

**REASON FOR REFUND**

Withdrawal of enrollment . Attach a letter requesting for withdrawal of enrollment and reason/s

Overpayment  Cancellation of subject/s enrolled

Reduced Fee/TFE  Scholarship/Free Tuition

Others: \_\_\_\_\_

**CHECK THE APPROPRIATE PAYMENT METHOD USED**

**CREDIT CARD**  
 If fees were paid through credit card, payment reversal shall be made by the credit card company (CCO) after seven (7) working days upon CCO's receipt of the request

Visa  MasterCard  Amex Date of transaction: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Cardholder's complete name: \_\_\_\_\_

**CASH PAYMENT**  
 O.R # \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_

**BANK PAYMENT**  
 Bank: \_\_\_\_\_ Branch: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_

**TELEGRAPHIC TRANSFER (OUTSIDE THE PHILIPPINES)**  
 Bank Name: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_

**FOR THOSE WHO WILL BE ISSUED A REFUND CHECK: I PREFER MY CHECK TO BE: (Select one)**

Picked -up at the UPOU Cash Office, UP Open University, Los Banos, Laguna

Mailed to this address: \_\_\_\_\_

Contact Number: \_\_\_\_\_ *Attach a proof of payment of P150.00 for the mailing fee*

E-Credit/Deposited to  Land Bank  Philippine Veteran's Bank Branch \_\_\_\_\_

Account Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

**REFUND COMPUTATION**

PROCESSED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ TOTAL AMOUNT REFUNDABLE: \_\_\_\_\_