



UNIVERSITY OF THE PHILIPPINES
OPEN UNIVERSITY

Office of the University Registrar

Tel No. 049 536 6001 to 07 local 101, Email : registration@upou.edu.ph

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

Date : _____ Student Number: _____
Name: _____ Program : _____
Email Address: _____ Location: [] Local [] Offshore
Signature: _____ Term _____

REASON FOR REFUND

- Withdrawal of enrollment Reason : _____
Overpayment Cancellation of subject/s enrolled
Reduced Fee/TFE Scholarship
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 mex 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 _____

Sent to UPOU Learning Center in [] Los Banos [] Diliman [] Cebu [] Iloilo [] Davao

Mailed to this address: _____

Contact Number: _____ Attach a proof of payment of P150.00 for the mailing fee

Deposited to [] Land Bank [] Philippine Veteran's Bank Branch Name: _____

Account Name: _____ Account Number: _____

REFUND COMPUTATION

TOTAL AMOUNT REFUNDABLE:

DATE:

PROCESSED BY: