

UNIVERSITY OF BATANGAS
Batangas City 4200, Philippines

Educational Privilege Discount Application for
Faculty Member /Employee

Date : _____

Dr. Hernando B. Perez
President

Thru : HRD Officer

Sir:

I have the honor to apply for the following tuition fee discount privilege for in-service faculty member /employee as approved by the Board of Regents:

Inclusive Term : Semester _____ AY _____

100% discount on my tuition fee in a Graduate Studies course as Faculty member/employee with permanent status and with college teaching load.

Course: _____ S.N. _____

50% discount on my tuition fee in a Graduate Studies or other course as Faculty member/employee with permanent status.

Course: _____ S.N. _____

25% discount on my tuition fee in a Graduate Studies or other course for holding probationary/part time status.

Course: _____ S.N. _____

Applicant Signature
(Over Printed Name)

Personnel Records
Verified by:

Recommending
Approval

Approved:

MARITES C. CLEMINO
HR Staff

ALEX A. RAMOS
VP-Administration

DR. HERNANDO B. PEREZ
President

Noted:

Account's Clerk

MRS. CLEMENCIA M. RAMOS
AVP for Business and Finance

MR. ANTONIO M. AQUINO
Internal Auditor

GUIDELINES:

Effective Second Semester AY 1999-2000 the following implementation on tuition fee discount privilege being granted by the Administration shall be as follows:

1. Educational Tuition Fee Discount Privilege application shall be accomplished upon enrollment. Deadline of filing is within one month from the start of the applicable semester.
2. 100% discount in tuition fee in Graduate Studies is granted to faculty member/employee with permanent appointment and with college teaching load subject to the condition that the course must be completed within a period of three years. Failure to comply, the discount shall be deducted from the salary of the faculty member/employee concerned through payroll deductions.

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