

College/School _____
U.P. Visayas
Date _____

The University Registrar
U.P. Visayas
Miagao, Iloilo

Sir/Madam :

I have the honor to request for the refund of my matriculation/ laboratory/ non-citizen/ entrance/ deposit paid on the attached Official Receipt No. _____ dated _____ in view of the reasons indicated below.

Very truly yours,

(Printed Name and Signature)

REASONS FOR REQUEST


- _____ Dropped _____
- _____ Registration Withdrawn
- _____ Leave of Absence
- _____ Philippine Veteran
- _____ Child/ Spouse of U.P. Personnel
- _____ Exempted from non-citizen fee
- _____ State Scholar (National/ Local/ NISGP)
- _____ Deposit Fee
- _____ S.T. Recipient (Tuition Discount Level _____)
- _____ Others (Specify) _____

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OFFICE OF THE UNIVERSITY REGISTRAR
1st Indorsement

_____ 20 _____

Respectfully forwarded to the Accounting Office, U.P. Visayas, recommending payment of all refundable fees requested in view of the reason/s stated above. Attached are the assessment slip and supporting documents.


JOSE A. GO
University Registrar