



APPLICATION FOR TUTORIAL CLASS FORM

Document No. : FM-AA-22-00

___ Quarter | SY ___-___

Effective Date: June 2, 2014

COURSE CODE

SCHOOL/ DEPARTMENT

SCHOOL YEAR / TERM

I/We hereby agree to enroll to the above given course classified as a tutorial class and pay the corresponding tutorial fee whose actual computation will be available on _____. (Please refer to the bulletin board for the table rates for the quarter.)

	STUDENT NO.	LAST NAME	GIVEN NAME	M.I	REASON FOR REQUEST	SIGNATURE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

FOR DEAN/SUBJECT CHAIRPERSON

ACTION TAKEN

APPROVED

DISAPPROVED

DEAN OR SUBJECT CHAIRPERSON / DATE

NAME OF FACULTY MEMBER TO HANDLE COURSE

DAY(S) TIME SCHEDULE ROOM

ENCODED BY

OFFICE OF THE REGISTRAR PERSONNEL/DATE

NOTED BY

REGISTRAR / DATE

MESSAGING UPDATED BY

OFFICE OF THE REGISTRAR PERSONNEL/DATE

FOR THE TREASURY DEPARTMENT

NO. OF STUDENTS CONSIDERED IN TUTORIAL CLASS

TUITION FEE RATE PER UNIT OF TUTORIAL CLASS

COMPUTED/REASSESSED BY:

ASSISTANT TREASURER/DATE

NOTED BY

ASSISTANT TREASURER/DATE