

**UNIVERSITY OF THE PHILIPPINES DILIMAN
HUMAN RESOURCES DEVELOPMENT OFFICE**

APPLICATION FOR PRIVILEGE TO STUDY AT REDUCED FEES

Name: _____ Designation: _____

Department: _____ Home Unit: _____

_____ Semester/Summer/Trimester
AY _____

<u>Subjects</u>	<u>Days</u>	<u>Time</u>	<u>Units</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IMPORTANT: (Per 1175th BOR, 9/25/03)
Please attach true copy of grades issued
From the College or Registrar's Office

Total Units Enrolled in _____

Signature

ACADEMIC LOAD OF APPLICANT (if applicable only)
(To be filled out by Department Chairman)

Actual teaching load units _____

Unit credits for non-teaching activity

a) Research _____

b) Administrative Work _____

c) Study _____

Total Units _____

Inclusive dates of current
appointment: _____

CLEARANCE:

Tenured

Non-tenured _____

On study leave _____

On vacation leave w/pay _____

For enrollment in not more than
_____ unit with only _____ units at
reduced fees.

RECOMMENDED:

Chairman

Date

Director, HRDO
Human Resources Development Office

RECOMMENDING APPROVAL/APPROVED:
(For Faculty/REPS)

(For Administrative)

APPROVED:
(For more than 18 units academic load)

Vice-Chancellor for Academic Affairs

Vice Chancellor for Administration

Chancellor

NOTE:

1. Accomplish 2 copies
2. Attach copy of appointment or contract, if not tenured.
3. If REPS or Administrative personnel enrolling during office hours, please attach approved revised work schedule.
4. Violation of the rules on privilege to study at reduced fees shall be sufficient ground for disciplinary action and/or Civil Service rules and regulations as rules in discipline approved by the Board of Regents.
5. The total number of approved units for enrollment shall in no case constitute basis for claiming overload honorarium.