

POLICY ON DROPPING OF ALL SUBJECTS

A. Cancellation Before Start of the Semester

1. Cancellation of enrollment shall be allowed before the start of classes for both freshmen and continuing students.
2. They shall be charged the cancellation fee of Php 5,000.00.
3. Credentials (Senior High School) of freshmen shall be given back to them; no Clearance is needed and no Transfer Credentials shall be issued.
4. Continuing students shall be considered Officially Dropped (OD).

B. Cancellation After Start of the Semester

Scenario	Time to Drop	Grade/Remarks	Fees to be Charged
1. Not able to attend any of the classes	Within the first week of classes	OD for all subjects	25% of Total Semestral Fees, except for the following fees, which shall be charged in full: <ul style="list-style-type: none"> • Registration fee • Registration materials
2. Attended LB1, to officially drop LB1 to LB4	Before the Midterm Exam of LB1 Application for Dropping shall not be allowed after Midterm Exams of LB1	OD for all subjects	50% of Total Semestral Fees, except for the following fees, which shall be charged in full: <ul style="list-style-type: none"> • Registration fee • Registration materials • CEU ID • Uniform • Student Handbook • Plagscan fee • e-Learning fee

3. Attended and completed LB1, to officially drop LB2 to LB4	Before the start of LB2	<ul style="list-style-type: none"> • Grades in courses for LB1 shall be recorded • OD for subjects in LB2 to LB4 	No refund
4. Attended and completed LB1 and attended LB2, to officially drop LB2 to LB4	<p>Within the LB2, before Midterm Exams of LB2</p> <p>Application for Dropping shall not be allowed after Midterm Exams of LB2</p>	<ul style="list-style-type: none"> • Grades in courses for LB1 shall be recorded • OD for subjects in LB2 to LB4 	No refund
5. Attended and completed LB1 and LB2, to officially drop LB3 and LB4	<p>Before the start of LB3</p> <p>Application for Dropping shall not be allowed after the start of LB3</p>	<ul style="list-style-type: none"> • Grades in courses for LB1 and LB2 shall be recorded • OD for subjects in LB3 and LB4 	No refund

**In all of these, the student shall process an application for the official dropping of subjects; otherwise, the student shall get a remark of Unofficially Dropped (UD)*

C. Forfeiture of Scholarships, Grants and Discounts

Scholarships, grants, and discounts (alumni, CEIS, siblings, employee, dependents of employee, dependents of employees of affiliated companies) shall be forfeited for those who are applying for dropping all subjects.

D. Foreign Student Fee

Foreign student fee is non-refundable.