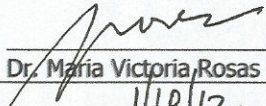


Policy No:	ADM-POL-REG-0004
Policy Title:	Tuition Fee Increase Policy
Implementation Procedure:	ACA-PROC-REG-0004 Application for Tuition Fee Increase
Date of Issuance:	S.Y.2010-20011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Registrar
"Supersedes" Notification:	
Purpose of Policy:	This policy details the requirements and application for tuition fee increase.
Detailed Policy Statement:	<ol style="list-style-type: none"> <li>1. In case the Colegio is planning to increase its tuition fee, the following documents should be submitted to the CHED and DepED. <ol style="list-style-type: none"> <li>1.1 Letter signifying the intention to increase Tuition Fee</li> <li>1.2 Proposed schedule of Tuition fee</li> </ol> </li> <li>2. The documents are submitted to CHED and DepEd's Legal Department by the Liaison Officer for evaluation and approval.</li> <li>3. The Colegio can implement the increase in tuition fee only when the CHED and DepEd grants approval to the application.</li> </ol>
Applicability:	Financial Affairs Division, Office of the Registrar
Policy Approval Authority:	Registrar
Related Policies or References	MORPHE Article XXV Sec. 122
Definition:	
Approved by	 Dr. Maria Victoria Rosas
Date of Approval	1/10/12