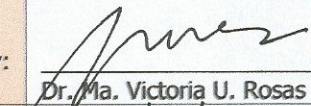


Procedure No:	ACA-PROC-REG-0004
Procedure Title:	Application for Tuition Fee Increase
Related Policy:	ADM-POL-REG-0004 Tuition Fee Increase Policy
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Office of the Registrar
"Supersedes" Notification:	
Procedure Description:	This procedure details the application and requirements for approval of tuition fee increase from CHED and DepEd.
Areas of Responsibility:	Office of the Registrar
Procedure Details:	<p>Step 1. The Comptroller submits the letter for intent for tuition fee increase signed by the Vice President for Financial Affairs to the Registrar.</p> <p>Step 2. The letter and proposed schedule of fees are submitted to CHED and DepEd.</p> <p>Step 3. The request is subject for evaluation from CHED and DepEd.</p> <p>Step 4. The Colegio can impose the tuition fee increase once CHED and DepEd grant the approval.</p>
Procedure Approval Authority:	Registrar
References:	
Definition:	
Help Page:	Office of the Registrar
Prepared by:	Planning, Funding and Development Office
Approved by:	 Dr. Ma. Victoria U. Rosas
Date of Approval:	1/10/12

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