UNIVERSITY OF SOUTHERN MINDANAO

COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT

ACCOUNTANCY DEPARTMENT

BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING



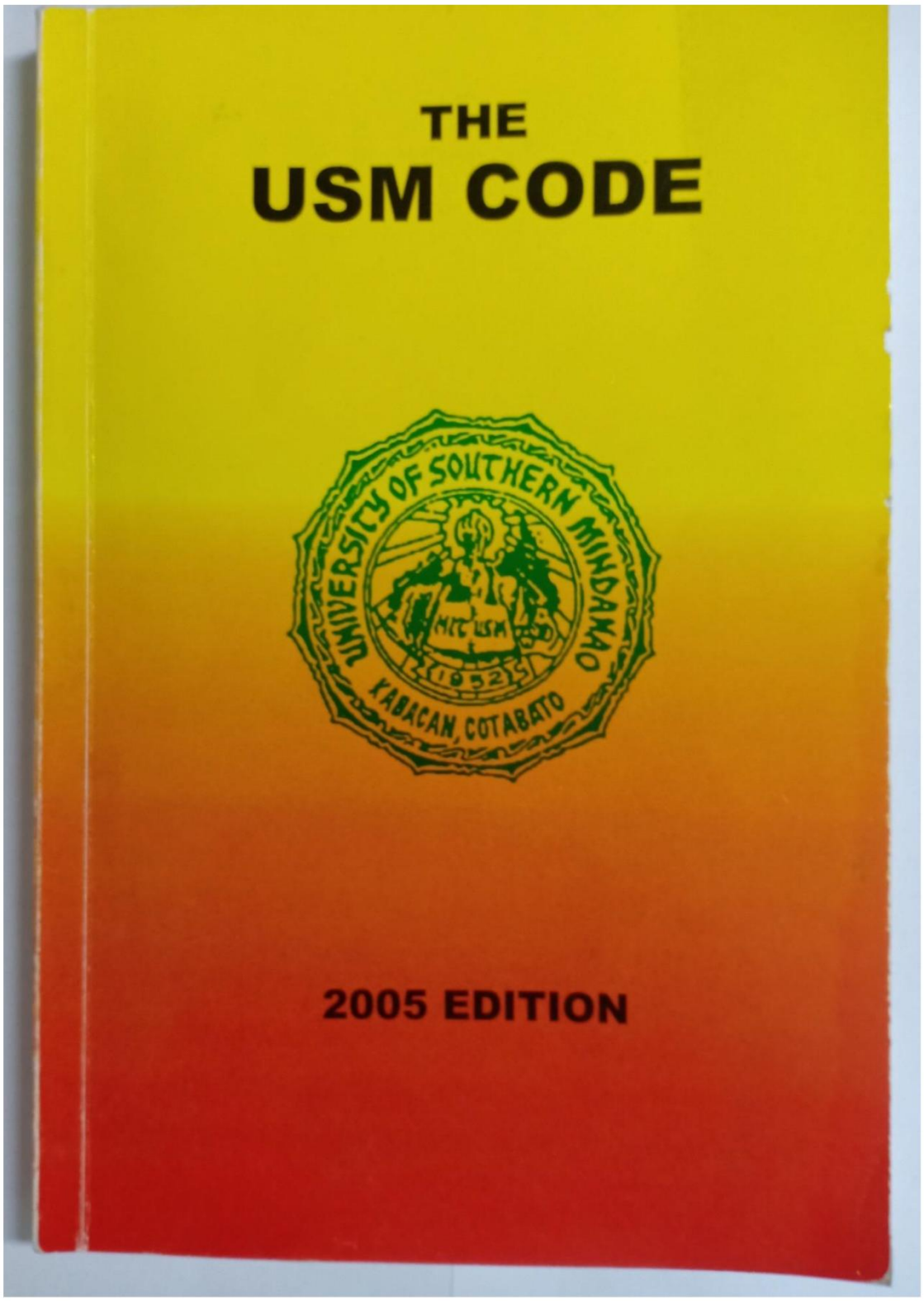


AACCUP LEVEL 1 ACCREDITATION

AREA X
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S.1. The institution has an approved and printed Student Handbook/Manual containing policies and guideline on the following aspects of student life;

S.1.3. school fees;



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CHAPTER 50
SCHOOL FEES

Article 180. General Provision

Sec. 1. Subject to applicable laws and regulations, all student fees and other charges shall be fixed by the Board of Regents, upon the recommendation of the Administrative Council.

Article 181. Classification of School Fees

Sec. 1. School fees shall be classified into:

1. Regular school fees, which include tuition and fees/charges for medical-dental, athletic, diploma, library, laboratory and identification card;
2. Student fees, which include fees for student publication, student government, workbook, FFP-FAHP-FFPCC, and graduation fees for seniors;
3. Administrative fees, which include fines for late enrollment and other authorized fines, fees for changing, adding or dropping of subjects, special service fees for validation/removal examinations, official transcript of records, certifications, and testing services; and,
4. Out-of-state fees, which are levied on foreign students who are qualified to enroll in the University.

Article 182. Schedule of Allowable Refunds

Sec. 1. Students who have paid their tuition and other fees and who wish to withdraw their registration or are granted honorable dismissal or leave of absence, shall be entitled to a refund of their matriculation fees, except entrance and registration fees, in accordance with the following schedule:

(1) Before opening of classes	100%
(2) Within one week from opening of classes	80%
(3) Within the second up to fourth week from opening of classes	50%
(4) After the fourth week	No refund

Sec. 2. In the case of students who may be allowed in meritorious cases to register after the opening of classes and withdraw thereafter, the number of days shall be counted from the actual date of registration and the refund of their matriculation fees shall also be in accordance with the above schedule.

Sec. 3. In case of death of a student during the semester, all fees may be refunded if so requested by the family.

Sec. 4. Laboratory fees shall not be refunded after one week from the opening of classes where voluntary change is made from one course to another. Refund of tuition for a subject may be allowed in case of forced dropping of such subject for valid reason(s).

CHAPTER 51
CURRICULAR CHANGES

Article 183. Dropping of Subject

Sec. 1. Dropping of subjects shall be allowed, subject to the payment of corresponding fees, by filling out the prescribed form; Provided, that this is done not later than the last day before the start of the mid-term examinations. Unofficial dropping of subject after the midterm shall earn the student a failing grade or "5".

Sec. 2. After the period prescribed in the preceding section, a student may be allowed to drop a course only by reason of illness, duly certified by a physician of the University Hospital or any authorized official of the Department of Health, and other valid or justifiable reasons such as transfer of residence or going abroad, etc.

Sec. 3. Any student who drops a course without the approval of his instructor, the Dean, and the University Registrar, shall be given a failing grade or "5" and shall have his registration privileges curtailed or entirely withdrawn.

Article 184. Withdrawal from Program

Sec. 1. Withdrawal of registration in the University may be allowed; Provided, that a student who drops out entirely from his program before three-fourths of the total number of hours prescribed for his course has elapsed, with valid reasons as those enumerated in Section 2 of the preceding Article, and with the approval of his Dean and the University Registrar, shall be classified as "WITHDRAWAL".

Sec. 2. A student who withdraws his registration shall be entitled to withdraw his credentials submitted as requirements for enrollment and refunds of school fees, subject to existing pertinent rules and regulations of the University.

Sec. 3. No withdrawal of registration shall be allowed after three-fourths of the total number of hours prescribed for the course has already elapsed; Provided, that, if a student withdraws after the specified period, his instructors may submit grades of "5" for him if his class standing up to his withdrawal is below "3".

Article 185. Substitution of Subjects

Sec. 1. Substitution of subjects may be allowed and must be based on, at least, one of the following factors:

1. When a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new;