



UNIVERSITY OF THE PHILIPPINES OPEN UNIVERSITY

Office of the University Registrar
REFUND APPLICATION FORM

Submit completed form to the Office of the University Registrar (registration@upou.edu.ph) together with the following:

- 1. Photocopy/Digital copy of Form 5
2. Proof of payment (mailing fee), if applicable
3. Photocopy/Digital copy of proof of payment
4. Other supporting documents

Date filed: Student Number:
Name: Program:
Email address: Term: [] 1st [] 2nd [] 3rd [] Midyear
Signature AY to

REASON FOR REFUND

[] Withdrawal of enrollment. Attach a letter requesting for withdrawal of enrollment and reason/s
[] Overpayment [] Cancellation of subject/s enrolled
[] Reduced Fee/TFE [] Scholarship/Free Tuition
[] Others:

PART 1: CHECK THE APPROPRIATE PAYMENT METHOD USED

[] CREDIT CARD/DEBIT CARD
If fees were paid through credit card, payment reversal shall be made by the credit card company (CCO) after seven (7) working days upon CCO's receipt of the request

[] Visa [] MasterCard [] Amex Date of transaction: Amount Paid:

Cardholder's complete name:

[] CASH PAYMENT
O.R # Date: Amount:

[] BANK DEPOSIT (Philippine National Bank)
Bank: Branch: Date: Amount:

[] TELEGRAPHIC TRANSFER (OUTSIDE THE PHILIPPINES)
Bank Name: Date: Amount:

[] ePayment Portal Date: Amount:

PART 2: FOR THOSE WHO WILL BE ISSUED A REFUND CHECK: I PREFER MY CHECK TO BE: (Select one)

Those who paid online (credit or debit card), do not fill this out.

[] Picked-up at the UPOU Cash Office, UP Open University, Los Banos, Laguna

[] Mailed to this address:

Contact Number: Attach a proof of payment of P150.00 for the mailing fee

[] E-credited/Deposited to the student's account [] Land Bank of the Philippines
[] Philippine Veteran's Bank Branch
Account Name: Account Number:

REFUND COMPUTATION

PROCESSED BY: DATE: TOTAL AMOUNT REFUNDABLE: