

FINANCIAL POLICIES (CAH/COE)

1. New Students: The following fees are to be paid before orientation:

Orientation fee	456.00
ID fee	325.00
Application fee	210.00
Application fee (foreign)	\$175.00
Airfare Guarantee deposit (refer to Foreign Service unit)	
Medical Checkup	400.00

2. Additional Non-regular Charges:

Non-regular charges such as music, dental, optical, excess laundry, books and others are to be paid in cash. They can be charged only when the student has sufficient credit balance in his/her account.

3. Payment of Fees: At the start of every semester, each student is required to pay a down payment of not less than fifty percent (50%) of the total assessment for the semester. Each student is also required to follow the schedule of payments which is a pre-requisite for the issuance of meal tickets and examination permits. It is assumed that the remaining accounts of old students are fully settled before they are allowed to enroll again. Regular charges include tuition, general fees, laboratory fees, dormitory, cafeteria and laundry.

4. Full Payments Discount:

A student with at least twenty (20) units load, who pays the total assessment in full upon registration up to the first day of class, will be given 3% discount for dormitory and cafeteria category and 1.5% for non-cafeteria and non-dormitory category. The discount is not applicable to foreign students.

5. Family Discount: A discount is based on tuition fee and credited to the latest family member(s) at AUP. The following are excluded from the granting of the discount: COM students, recipients of AUP scholarship (including those under the Work Scholarship Program), SDA denominationally sponsored students. Applicants must submit their government authenticated birth certificates. The discount can be claimed within the academic year only.

No. of Children Enrolled	Discount applied to the latest student enrolled at AUP
2	10%
3	25%
4	50%
5 or more	75% (each of the excess of 4)

6. Scholarships for Valedictorians, Salutatorians and 1st Honorable Mention

AUP is granting scholarship to students who graduated with honors in high school. The specifications are as follows:

Valedictorian (from a class of 20) -100% tuition if he/she passes English and Math exams.

Salutatorian (from a class of 20) - 50% tuition if he/she passes English and Math exams.

First Honorable Mention (from a class of 30) - 25% tuition if he/she passes English and Math exams.

The scholarship continues until the student graduates from AUP provided, the student maintains a GPA of at least 3.75 and adheres to the scholarship policies and guidelines. The application is available at the Student Finance Office. Submission must be within 30 days from the start of registration.

7. Charges for Withdrawal

Pursuant to Article XX, Section 100 of the Manual of Regulations for Private Schools Higher Education 2009, a student who transfers or otherwise withdraws in writing within two weeks after the

beginning of classes and who has already paid the pertinent tuition and other school fees in full or on any length longer than one month may be charged twenty-five percent (25%) of the total amount due for the school term if he/she withdraws within the first week of classes, or fifty percent (50%) if within the second week of classes, regardless of whether or not he/she has actually attended classes. The student may be charged for all the school fees in full if he/she withdraws any time after the second week of classes.

8. Change of Program Fee. A fee is required for each change of program made by the student after he/she is officially enrolled.

9. Students with Educational Aid

Students with educational aid from the SDA denomination are required to present letters of authorization from the employing/sponsoring organization of their parents to pass the charges through the denominational channel.

10. Dishonored Checks

Check payments made by the students that are dishonored by the bank due to reasons such as NO SUFFICIENT FUNDS, ACCOUNT CLOSED or STOPPED PAYMENT shall be charged back to the student together with a penalty equivalent to 5% of the face value of the check or P200 whichever is higher.

11. Off Campus Fee

AUP is a boarding school so all students are required to stay in the dormitory except for those who are original residents of the nearby barangays. If the student is granted permission to stay outside the campus, an **off-campus fee** is to be charged.

12. In Campus Fee

If he/she is approved to stay in the faculty homes, 50% of dormitory charge as **excess occupant fee** and **P300 meal ticket per month** is to be implemented. Any financial agreement between the AUP worker and the student for other charges is separate from this charge. Further, privileges to charge at the clinic are forfeited. Only the benefits of the medical and dental fee are granted. For working students, privilege to charge is forfeited and

Composition of General Fees:

Athletics Fee	459.00	Library Fee/unit	P80.00
Charity*	31.00	Syllabus/subject	50.00
Guidance & Counseling	599.00		
Medical	302.00	Auxiliary Fees:	
Dental*	319.00	COP Fee	P255.00
Registration Fee	320.00	Credential per page	75.00
Audio Visual	215.00	Transcript per page	200.00
College Paper*	162.00	Late Registration Fee	1,000.00
Accident Fund*	119.00	Diploma	500.00
Development Fee	1,000.00		
Development Fee (Intersem)	500.00		
Postal Fee*	45.00		
Energy Fee	1,230.00	For Financial Inquiry:	
Energy Fee (Intersem)	730.00	The Director	
Internet Fee	1,060.00	Adventist University of the Philippines	
Internet Fee (Intersem)	530.00	Putingkahoy, Silang, Cavite	
SA Fee	154.00	Mailing Address: P.O 1834	
Endowment Fee*	100.00	Tel. # 049-541-12 11 loc. 232	
Community Extension Fee	520.00	Email Address: dsf@aup.edu.ph	
Com. Ext. Fee (Intersem)	260.00		
Water	250.00		
Accreditation	750.00		
Accreditation (Intersem)	375.00		
Environmental Fee	200.00		
Environmental Fee (Intersem)	100.00		
Total	7,835.00		
Total (Intersem)	P4,794.00		

*not included in summer general fees