3. APPLICATION FOR TUITION FEE REFUND OF SCHOLARS / STUDENTS WITH OVERPAYMENT

The office processes requests for refund of overpayment of tuition fees.

Office or Division:	Accounting Division, City Accounting Department, QCG City Treasurer's Office, QCG			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All students			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Registration Form	Student			
Original Official Receipt	Student			
Certificate of Scholarship	SGAD			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for refund	1.1 Receive requirements	None	5 minutes	Accounting Staff
	1.2 Evaluate documents submitted for request of refund		5 minutes	Accounting Staff
	1.3 Prepare Assessment Form		5 minutes	Accounting Staff
	1.4 Prepare the Disbursement Voucher (DV)		10 minutes	Accounting Staff
	1.5 Verify and sign (DV)		5 minutes	Head Accounting Division
	1.6 Submit DV to City Accounting Department		5 days	City Accounting Department Staff
	1.7 Advice the student of release of check		5 minutes	Accounting Staff
2. Claim check at the QC Cash Division / City Treasurer's Office			5 minutes	Cash Division/ CTO
	TOTAL		30 minutes	

a. TABLE OF FEES: MISCELLANEOUS FEES AND CHARGES
SEMESTRAL FEES / SUMMER PAID DURING ENROLLMENT

DEGREE COURSES

	AMOUNT
TUITION FEE Amount per unit	P 303.34
MISCELLANEOUS FEES (per SEMESTER)	
Registration Fee	P 200.00
Cultural Fee	100.00
Guidance Fee	100.00
Student Council Fee	40.00
Library Fee	100.00
Developmental Fee	400.00
Dental Fee	50.00
Others	50.00
Athletics and Sports Development	50.00
TOTAL	**P1,090.00**
Other Miscellaneous Fees: ID Fee – For New Students	P 200.00
Subject –Related Fees:	
Computer Laboratories:	
- With one (1) to two (2) Lab	P 250.00
- With three (3) or more LabNSTP	500.00 100.00
Transcript or Records	300.00
**Additional P125.00 per page in excess of a 2-page TOR	