

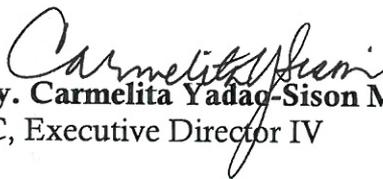


Republic of the Philippines
Unified Student Financial Assistance System for Tertiary Education

Ground Floor, Philippine Social Science Council Bldg. Commonwealth Avenue, Diliman Quezon City
Tel No. 9229630 Email. unifastsecretariat@ched.gov.ph



To : **ALL SUCs and LUCs Presidents**

From : 
Atty. Carmelita Yadao-Sison MNSA, PhD
OIC, Executive Director IV

Date : 8 May 2018

RE : **Certification on Current Tuition Fee and Other School Fees**

As agreed upon in the UniFAST 11th Governing Board Meeting held yesterday, May 3, 2018 and in relation to Rule II Free Higher Education to SUCs and LUCs of the Implementing Rules and Regulation of RA 10931 known as the "Universal Access to Quality Tertiary Education", a Certification of current Tuition Fees and Other School Fees (TOSF) on a per program basis as well as the estimated number of enrollees on a per program and campus basis in the upcoming academic year 2018 – 2019 will have to be provided to the UniFAST Secretariat on or before an agreed date (May 21, 2018)". The said certification of tuition fees and other school fees shall serve as basis in the computation of the budget ceiling in the Free Higher Education for each SUC and CHED-recognized LUC. At least 50 percent of the hypothetical budget ceiling will be provided as advance cash transfer of free higher education subsidy. The UniFAST Secretariat and CHED-AFMS will carry out the advance cash transfer as soon as the Guidelines for Free Higher Education has been duly approved by the UniFAST Governing Board.

Attached are the following documents for your review and reference:

1. *Guidelines on Free Higher Education. (Annex A)* *For your review and comments*
2. *A Certification of current Tuition Fees and Other School Fees duly signed by the SUC / LUC President and SUC / LUC Registrar. The certification should be printed in the official letterhead of the SUC / LUC and affixed therein the official dry seal of the SUC / LUC. (Note: Please refer to Annex B for the template that may be used as guide.)* *For your reference and For your compliance*





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ANNEX B Pro-forma of SUC / LUC President and Registrar Certification on TOSF

Date: _____

OFFICE OF THE UNIVERSITY / COLLEGE PRESIDENT

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that for the current academic year 2017 – 2018, the following ___(Name of SUC / LUC___ duly approved Tuition and Other School Fees (TOSF), on a per program basis are found in the attached MS Excel schedule.

Furthermore, the estimated number of enrollees (on a per program and per campus basis) for the Academic Year 2018 – 2019 will be _____:
(number of estimated students who will enroll)

Please use the table below if the University / College has External Study Center/ Satellite Campuses:

Name of Campus	Number of Enrolled Students	Number of Qualified Students
Campus A		
Campus B		
Campus C		
<i>(Insert more rows for additional Campus)</i>		
Total		

This certification is being issued in compliance to the Implementing Rules and Regulations of RA 10931 known as Universal Access to Quality Tertiary Education.



Official
Dry Seal

Signature over printed name
SUC / LUC President

Signature over printed name
SUC / LUC Registrar

