



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

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**MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR
FHE-04-2020**

**FOR : ALL STATE UNIVERSITY/COLLEGE PRESIDENTS
ALL LOCAL UNIVERSITY/COLLEGE PRESIDENTS**

From : ATTY. RYAN L. ESTEVEZ
Officer-in-Charge, Executive Director IV
UniFAST

**Subject: REVISED BILLING TEMPLATES FOR FREE HIGHER
EDUCATION**

Date : August 28, 2020

During the 30th UniFAST Regular Board meeting held on July 24, 2020, the Board approved the revised Free Higher Education (FHE) Billing Forms as Amendment in Section 2.2.2, Rule III of Memorandum Circular No. 2018-02 or Guidelines on Free Higher Education and shall take effect starting Academic Year 2020-2021.

The revised billing forms and certifications were discussed and agreed during the consultation/workshop conducted by the UniFAST Secretariat on August 20, 2019 with the State Universities and Colleges (SUCs) and CHED-recognized Local Universities and Colleges (LUCs) in order to improve efficiency in processing the FHE billings. Attached are the templates for your reference:

1. Duly Notarized University/College Registrar's Certificate
2. Admission's Certificate
3. Form 1; Billing statement;
4. Form 2; Billing details on Tuition and Other School Fees
5. Form 3; Billing details on Admission
6. Certification on Tuition and Other School Fees

For your queries, please communicate directly to the UniFAST Staff concerned or send an email at ra10931freehe.unifast@ched.gov.ph

For your information and guidance.

