Republic of the Philippines
**Unified Student Financial Assistance System for Tertiary Education**
Ground Floor, Bldg. E, UP Ayala Land Technohub Complex, Commonwealth Ave. Diliman Quezon City
Email: unifastsecretariat@ched.gov.ph

**MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR**
**FHE-05-2021**

For : **STATE UNIVERSITIES AND COLLEGESAND CHED-RECOGNIZEDLOCAL UNIVERSITIES AND COLLEGES**

From : **ATTY. RYAN L. ESTEVEZ**
OIC, Executive Director IV, UniFAST

Subject : **SUBMISSION OF GRADUATION FEE BILLING FOR AY 2020-2021**

**Date** : September 01, 2021

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Pursuant to UniFAST Board Resolution Nos. 2019-085 and 2020-025, all State Universities and Colleges (SUCs) and CHED-Recognized Local Universities and Colleges (LUCs) may submit the billings for graduation fee in AY 2020-2021 under the Development Fees with the maximum amount of Php 1,500.00 per graduate.

The SUCs and CHED-recognized LUCs shall submit the following documentary requirements to support the graduation fee billings:

1. **Billing Statement;**
2. **Consolidated Billing Details (Form 2);**
3. **Certified list of students who graduated; and**
4. **Certification issued by the school registrar stating that the names of the students are indeed graduates of the institution in the current academic year.**

Kindly send a soft copy and hard copy of the abovementioned documents on or before **September 30, 2021**.

Should you have further concerns regarding the FHE Billing, please directly communicate with the UniFAST Billing Staff assigned to your institution.

Thank you.

cc: **UniFAST Governing Board Members**
**CHED Commissioners**
**CHED Regional Directors**
**UniFAST Regional Coordinators**