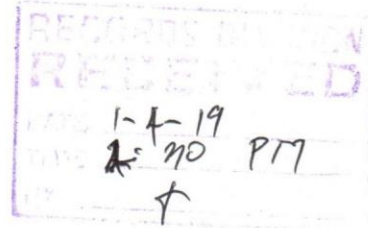




3 January 2019

MEMORANDUM NO. 07
Series of 2019



T O: All College Deans, Department Heads/Directors, Faculty and Students

R E: Deadline for Adding/Changing Subjects

Please be informed that the deadline for adding/changing subjects for 2nd Semester 2018-2019 is moved from **January 25** to **January 18, 2019** and shall coincide with the last day for late enrollment. Although in our approved school calendar, the deadline was January 25, CHED-UNIFAST requires that billing for school fees for the 2nd Semester should be submitted to CHED by the end of January. Thus, in order for us to beat the deadline, school fees of all enrolled students should be finalized at least two weeks earlier considering the voluminous documents that have to be prepared and submitted. We should understand that all school fees are paid by CHED-UNIFAST so if we submit the billing late, we run the risk of getting penalized for late-compliance, and we may not be able to collect the payment on time.

All heads of academic units, faculty and staff are requested to disseminate this announcement to all students.

For your guidance and compliance.


EDGARDO E. TULIN
President