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| DOCUMENT:<br><b>FORM</b>   | SUBJECT:<br><b>STUDENT DIRECTORY WITH DECLARATION, WAIVER,<br/>AND CONSENT AGREEMENT</b> | Page 2 of 2                 |
| DOCUMENT NO.: <b>ARC-FO-001-(001)</b><br>EFFECTIVITY DATE: <b>JUNE 1, 2025</b> | SUPERSEDES: <b>ARC-FO-001</b><br>DATED: <b>JUNE 1, 2024</b>                              | CC: <b>INTRANET<br/>DCO</b> |

### DECLARATION, WAIVER, AND CONSENT AGREEMENT

As of this date of undertaking, I have submitted the mandatory admission credentials. I also agree and fully understand the following agreement, its purpose, and acknowledge that I am legally bound by the terms outlined below:

- The admission credentials are requirements for acceptance at the University of Baguio. Provisional acceptance is granted on the condition that original documents are submitted to the Admissions and Records Center within thirty (30) working days from the start of classes for the current semester, or within any extended period as may be determined by the office.
- Failure to submit the admission credentials grants the University of Baguio the right to withhold enrollment, withhold the release of all credentials, including but not limited to Transcript of Records, Diploma, and deny any credit (unit) for work completed. Tuition fees and other school-related payments that have already been made are non-refundable.
- The student affirms that they have not registered, enrolled, or been accepted into any other school, either in the Philippines or abroad, at the time of their admission to the University of Baguio.
- Any right of action against the University of Baguio, its affiliates, representatives, agents, or any duly constituted officers/employees regarding any misrepresentation or inaccuracy contained in this form is hereby waived, as well as any claim in the event that graduation is not allowed due to failure to submit the original copy of the aforementioned credentials and/or record(s) within the given period and/or failure to meet the above conditions.
- The reservation fee will be credited to the school fees once officially enrolled. However, in the event of withdrawal of confirmation or enrollment, the fee will be retained to cover administrative and processing costs and is non-refundable.
- The Admission Fee of incoming international students must be made on a one-time payment only upon admission. In the event of transfer to another school or withdrawal of the enrollment, the aforesaid payment is considered forfeited in favor of the University of Baguio.
- The student, parent, or guardian is responsible for paying the tuition and other fees set by the University of Baguio, including any increases, during the student's enrollment period and any government-mandated fee changes.
- The student, parent, or guardian is required to comply with the rules and regulations governing the student's enrollment at the University of Baguio, as outlined in the University of Baguio Student Handbook and any other relevant University circulars or memoranda.
- Failure to follow the proper procedure for adding, changing, dropping, or withdrawing courses will result in the forfeiture of the right to adjust fees and the forfeiture of the right to proper markings on credentials. (Doc. No. ARC-PO-008)

| GRADING SYSTEM<br>(SENIOR HIGH SCHOOL/TERTIARY/GRADUATE SCHOOL/LAW) |   |   |  |  | CHARGES FOR DROPPING OF COURSES AND WITHDRAWING OF ENROLLMENT<br>(SENIOR HIGH SCHOOL/TERTIARY/GRADUATE SCHOOL/LAW) |  |  |   |  |  |   |
|---|---|---|--|--|--|--|--|---|--|--|---|
| FIRST SEMESTER AND SECOND SEMESTER                                  |   |   | SHORT TERM                                   |  | FIRST SEMESTER AND SECOND SEMESTER   |  |  | SHORT TERM                                |  |  |   |
| PERIODS   | DROPPING                                  | WITHDRAWING   | PERIODS                                      | DROPPING                                   | WITHDRAWING  | PERIODS  | DROPPING                                     | WITHDRAWING                               | PERIODS                                      | DROPPING                                     | WITHDRAWING                               |
| During Enrollment   | NONE                                      | NONE  | During Enrollment                            | NONE                                       | NONE   | During Enrollment                                  | NONE   | Registration fee                          | During Enrollment                            | NONE   | Registration fee                          |
| 1 <sup>st</sup> and 2 <sup>nd</sup> Day of classes                  | NONE                                      | NONE  | 1 <sup>st</sup> Day of classes               | NONE                                       | NONE   | 1 <sup>st</sup> and 2 <sup>nd</sup> Day of classes | P25.00/course as processing fee              | Registration fee plus P500.00 surcharge   | 1 <sup>st</sup> Day of classes               | P25.00/course as processing fee              | Registration fee plus P500.00 surcharge   |
| 3 <sup>rd</sup> and 4 <sup>th</sup> Day of classes                  | NONE                                      | NONE  | 2 <sup>nd</sup> Day of classes               | NONE                                       | NONE   | 3 <sup>rd</sup> and 4 <sup>th</sup> Day of classes | P25.00/course as processing fee plus P100.00 | Registration fee plus P1,000.00 surcharge | 2 <sup>nd</sup> Day of classes               | P25.00/course as processing fee plus P100.00 | Registration fee plus P1,000.00 surcharge |
| 5 <sup>th</sup> and 6 <sup>th</sup> Day of classes                  | OD-OFFICIALLY DROPPED                     | "WITHDRAWAL WITH PERMISSION"                            | 3 <sup>rd</sup> Day of classes               | OD-OFFICIALLY DROPPED                      | "WITHDRAWAL WITH PERMISSION"   | 5 <sup>th</sup> and 6 <sup>th</sup> Day of classes | 50% of the fees for dropped courses          | 50% of the fees for withdrawn courses     | 3 <sup>rd</sup> Day of classes               | 50% of the fees for dropped courses          | 50% of the fees for withdrawn courses     |
| After 6 <sup>th</sup> day of classes onwards                        | Dropping/ Changing/ Adding is not allowed | "WITHDRAWAL WITH PERMISSION" (with justifiable reasons) | After 3 <sup>rd</sup> Day of classes onwards | Dropping / Changing/ Adding is not allowed | "WITHDRAWAL WITH PERMISSION" (with justifiable reasons)  | After 6 <sup>th</sup> day of classes onwards       | 100% of the fees for dropped courses         | 100% of the fees for withdrawn courses    | After 3 <sup>rd</sup> Day of classes onwards | 100% of the fees for dropped courses         | 100% of the fees for withdrawn courses    |

| CHARGES FOR DROPPING OF COURSES AND WITHDRAWING OF ENROLLMENT (ELEMENTARY AND JUNIOR HIGH SCHOOL) |  |
|---|--|
| PERIODS   | CHARGES  |
| Start of Class to November 30   | 1. Pro-rated tuition fee divided by 10 months multiplied by the number of months classes attended.<br>2. Pay full miscellaneous fees, laboratory fees, and other fees. |
| December 1 to May 31  | 100 % of the total fees chargeable   |

- For the tertiary level, failure to complete all academic deficiencies specifically No Final Examination (NFE) and Incomplete (INC), within the prescribed completion periods shall result in an automatic conversion to a NC or No Credit mark by the Admissions and Records Center. Consequently, the concerned student shall be required to re-enroll the course/s.
- The retention period for all received admission credentials of students in the basic and higher education who did not proceed with or withdrew their enrollment shall be five (5) months from the start of classes.
- The student shall, with the consent of the parent or guardian of record, undergo the mandatory and random drug testing required by the government, in accordance with RA No. 9165 and the University of Baguio Student Handbook.
- The University of Baguio may disclose the student's personal information to university administrators and offices for legitimate purposes. These purposes include compliance with government regulations and accrediting bodies as well as fulfilling requirements for participation in any sports events, when applicable.
- Consent is hereby given for the processing of personal data by the authorized personnel of this office for the identified primary and secondary purposes. The processing of personal data may include any, several, or all of the following: (1) collection, (2) use, (3) retention, (4) storage, (5) disposal, (6) disclosure, (7) sharing, and (8) other similar acts.
- Consent is hereby given for the disclosure of personal, sensitive data and other relevant communications to the student's parents, including the guardian stated in the student's directory.
- This is without prejudice to the right to withdraw consent at a later date or to object to the further processing of personal data in accordance with the Data Privacy Act and its Implementing Rules and Regulations, the University of Baguio Privacy Policy, and the University of Baguio Privacy Manual.
- Any issues that may arise in connection with the processing of personal information will be settled amicably with the University of Baguio before resorting to appropriate arbitration or court proceedings within the Philippine jurisdiction.

By signing this form, I confirm that all the information I provided is true and correct. I also agree that I have read and fully understand this agreement and its purpose, and I agree to be legally bound by it.

Done this \_\_\_\_\_ day of \_\_\_\_\_, year 20\_\_\_\_ in the City of Baguio, Philippines.

Student's Printed Name and Signature

Parent's/Guardian's Printed Name and Signature  
(Signature is required if the student is below 18 years old on the date of signing)

Contact Number

Contact Number

Email Address

Email Address