



Office of Student Affairs
UNIVERSITY OF THE PHILIPPINES
OPEN UNIVERSITY

Los Baños, Laguna 4031
(6349) 536 6001 to 6006 loc 340; 536 5484

REFUND FORM OF SCHOLARS

Please complete all the information below.

Submit this form to the Scholarships and Financial Services Program, Office of Student Affairs or email to scholarships@upou.edu.ph together with the following documents: scanned / photocopy copy of form 5, proof of payment and other supporting documents

Date

Office of Student Affairs
UP Open University
Los Baños, Laguna 4030

I hereby request the refund of Enrollment Fees for semester/trimester, AY because I am a grantee/scholar of

Thank you.

Sincerely.

(Signature over Printed Name)

Program & Student no.

Payment Method Used:

Credit Card (If fees paid thru credit card, payment reversal shall be made by the credit card company (CCO) after 7 working days upon CCO's receipt of the request.

Amount paid:
Cardholder's complete name:

Cash Payment w/ OR #

Date Amount

Bank Payment Telegraphic Transfer

Bank Name
Branch
Amount

I prefer to deposit or pick up my refund check (select one):

Picked - up at the UPOU Cash Office,
UP Open University Los Baños, Laguna

E - credit/deposit to:
Land Bank
Philippine Veteran's Bank

Account name:
Account number:
Branch:

To be filled out by Scholarships and Financial Services Program, Office of Student Affairs:

Total Amount Refundable:

Processed by:

Date: