



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 4031

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/DEBIT CARD ___ Visa ___ Master Card ___ Amex
(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 with OR # _____ Date _____ Amount paid _____

BANK DEPOSIT (Philippine National Bank) **TELEGRAPHIC TRANSFER** (outside the Philippines)
Bank: _____ Branch: _____ Date _____ Amount paid _____

EPAYMENT PORTAL Date _____ Amount paid _____

I PREFER TO E-CREDIT/DEPOSIT MY REFUND (select one):

Land Bank of the Philippines
 Philippine Veteran's Bank
Account Name: _____
Branch: _____
Account number: _____
 Other Bank _____
Bank Name: _____
Branch: _____
Account Name: _____
Account Number: _____

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

Total Amount Refundable: _____
Processed by: _____
Date: _____