



**AT THE OFFICE OF THE UNIVERSITY REGISTRAR (OUR):**

- Availed Free Higher Education Benefits without Voluntary Contribution  
- Return Service Agreement (RSA) submitted
- Availed Free Higher Education Benefits with Voluntary Contribution  
- Return Service Agreement & Voluntary Contribution Form submitted
- Opted Out - Waiver Submitted
- Not qualified

Checked by:  <hr style="width: 80%; margin: 0 auto;"/> OUR Personnel
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**AT THE OFFICE OF STUDENT SERVICES (OSS):**

**For Scholars/ Grantees, claim your Pre-Registration Form (PRF) after encoding and proceed to the OSS for printing of enrollment form.<sup>8</sup>**

( ) Scholar/ Grantee: Name of scholarship/ Grant: \_\_\_\_\_

Scholarship/Grant certified by:

\_\_\_\_\_  
Director, Office of Student Services

\_\_\_\_\_  
Date

**SPECIFIC GUIDELINES:**

<sup>1</sup>To be determined by the enrollment adviser.

<sup>2</sup>**STATUS. Regular** students are those taking the normal load for the semester per year level of the program. **Irregular** students are those taking less than the normal load for the semester or those who will enroll subjects or other courses not specified for the semester of the year level.

<sup>3</sup>To be determined by the enrollment adviser.

<sup>4</sup>To be determined by the enrollment adviser. The total number of units enrolled should not exceed the normal load for the specific year and semester of degree program as specified in the curriculum and the number of allowable units. The **NORMAL LOAD** for regular students or the total number of units allowed for irregular students for the current term is indicated in their respective curriculum. For students with academic deficiencies, additional guidelines are stated in the BSU Code.

<sup>5</sup>Students under this category are those who may opt to avail of the free higher education benefit and pay voluntary contribution. Student/s must submit a Voluntary Contribution Form.

<sup>6</sup>Students under this category are those who may opt not to avail of the free higher education benefit or students with existing scholarship or grant. Students who opt not to avail of the free higher education benefit should submit a waiver.

<sup>7</sup>Students who are not qualified for the free tuition higher education benefit as specified in Section 6 of R.A. No. 10931 or the Universal Access for Quality Tertiary Education and its Implementing Rules and Regulations, are as follows:

- (1) Students who have already attained a bachelor's degree or comparable undergraduate degree from any HEI, whether public or private:
- (2) Students who fail to comply with the admission and retention policies of the SUC or LUC;
- (3) Students who fail to complete their bachelor's degree or comparable undergraduate degree within a year after the period prescribed in their program.

<sup>8</sup>For all scholars and grantees.

**STUDENT'S DECLARATION**

*Consent and Authorization*

- 1. I give my full consent to Benguet State University – Office of the University Registrar (BSU-OUR) to provide and/or verify necessary and relevant data pertaining to my academic records for prospective job opportunities and other legal purposes.
- 2. I gave my full consent to BSU-OUR to capture my photo and to use/ attach the same to my OTR as part of my academic record and for legal purposes.

*Recognition of BSU's Admission and Retention Policies*

- 3. I am fully aware of the Admission and Retention Policies of Benguet State University and other related policies promulgated by government regulating agencies, thus, hereby undertake to abide by the same.

That my failure to do so would entail adverse consequences such as curtailment/ forfeiture of some or all benefits or / and privileges due me thereunder.

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Date