



**Advisory to Continuing Students on Financial Matters
June 10, 2020**

In solidarity with the students and their families in facing the challenges brought about by COVID-19 Pandemic, the University of San Carlos Administration has decided on the following:

1. There will be no tuition fee increase for AY 2020-2021.
2. Students with outstanding balance in the Second Semester of AY 2019-2020 and Summer 2020 are allowed to enroll in the First Semester of AY 2020-2021. A payment plan has been embedded in ISMIS where the student shall signify their plan to pay a certain amount on specific months within the First Semester or until December 2020. This serves as a promissory note duly approved by parent or legal guardian. However, they have to pay a downpayment of Three Thousand (P3,000.00) for the enrolment in Summer 2020 and in the First Semester of 2020-2021.

Those who are availing of the payment plan are advised to accomplish it prior to the payment of downpayment.

3. Summer classes will be delivered online. As a consequence, some school fees shall be adjusted. The Office of Finance, in coordination with the Department Chairs and Student Organizations, is now in the process of reviewing the different fees for adjustments.
4. The University shall subscribe to a Learning Management System platform to implement Flexible Learning effective First Semester of AY 2020-2021. While an LMS fee shall be charged at cost, a number of current miscellaneous fees shall be adjusted.
5. In view of the implementation of flexible learning, the University shall assist the students in acquiring a prepaid internet connection kit by providing them the discounted prices with the suppliers. Guidelines on this infrastructure support shall be issued in a separate memo.
6. The INC grade that was given to students in the Second Semester of AY 2019-2020 was due to the lacking requirements because of the limitations experienced in that term, and not due to the non-submission of admission slips. Students who incurred INC grades are advised to coordinate with their teachers for the compliance of the requirements to get a passing grade within one year.
7. Students may view their grades even with an outstanding balance.

It is hoped that the challenges we are now facing will not hinder our pursuit for quality education. The recent condition has provided us the opportunity to be united and strong in faith as we lift everything to our Creator to guide us in facing the new normal.

Original Signed

FR. ALEKSANDER GAUT, SVD
Vice President for Academic Affairs

Original Signed

FR. ARTHUR Z. VILLANUEVA, SVD
Vice President for Finance