



### SPECIAL STUDENTS CONTRACT

\_\_\_\_\_ Date

**To Whom It May Concern:**

I, \_\_\_\_\_, hereby agree, according to the following conditions as provided for in Section 65, of the Manual of Regulations for Private School, 8<sup>th</sup> Edition, 1992, to enroll in the following courses in the University of San Carlos during the \_\_\_\_\_ semester/summer of SY \_\_\_\_\_.

Catalog No.	Section	Descriptive Title	Units	Days	Time	Room No.	Chairperson's Signature

**Note: ERASURES AND CANCELLATIONS MAKE THE ENROLLMENT NULL AND VOID.**

1. That as a Special Student, I waive the right to receive and to demand collegiate credits for the subjects I am enrolled in;
2. That subsequent compliance with entrance requirements applicable to officially enrolled students does not validate the work accomplished by me as a Special Student and does not convert such enrollment into an official enrollment;
3. That I am not entitled to receive any ratings in the work accomplished by me as a Special Student except, if granted by the school, only a statement to the effect that I have attended (but not passed) the courses for a certain length of time without credit;
4. That I will pay the necessary fees for the whole semester/term at the time of enrollment.
5. My complete address is \_\_\_\_\_ Tel. No. \_\_\_\_\_.
6. My citizenship is \_\_\_\_\_.

\_\_\_\_\_  
Signature of Student over Printed Name  
ID No. \_\_\_\_\_

Approved by:

ROMEO E. YAP  
University Registrar

**INSTRUCTIONS:**

1. Accomplish this form *COMPLETELY* and *LEGIBLY*.
2. Proceed to the Admissions Office and fill out the Student's Personal Data Form and attach 1 copy of recent 2"x2" picture with white background.
3. If the applicant is a foreign national, proceed to the Foreign Students Coordinator for issuance of clearance.
4. Proceed to the Department Chair's Office for the countersigning of courses to enroll.
5. Proceed to the Registrar for approval of enrollment and submission of Student's Personal Data form and Special Study Permit (SSP) or its equivalent (for foreign nationals).
6. Proceed to the System Support Section (Registrar's Office) for assigning (tagging) of Special Study program.
7. Proceed to the Assessment Counter (Accounting Office) for assessment of fees.
8. Proceed to the Teller Counter for full payment of fees.  
Amount: \_\_\_\_\_, O.R. No.: \_\_\_\_\_, Teller: \_\_\_\_\_
9. Proceed to the System Support Section (Registrar's Office) for advising and enrollment of courses.
10. Proceed to the Assessment Counter to claim the Validated Admission Slip as proof of official enrollment.
11. Proceed to the Office of Student Affairs for issuance of Gate Pass after presenting the Validated Admission Slip.

**Note:** 1 copy for student  
1 copy for Registrar's Office