



CONDITIONAL ENROLLMENT AGREEMENT

(Date)

The University Registrar
University of San Carlos
Cebu City

Dear Sir:

I would like to apply for CONDITIONAL ENROLLMENT in the University of San Carlos this ___semester academic year _____ / Summer _____, being unable to submit to your office the original copy of Form 138 or Grade 12 report card which is necessary for a valid enrollment in this University as required by the rules and regulations of the University and the Commission on Higher Education (CHED).

Being unable to present the above specified enrollment credential, I agree to the following conditions without reservation:

1. To make a down payment of Php 3,000.00 during enrollment.
2. To submit to your office the credentials required as specified above on _____ but not later than August 31, 2023.
3. Failure on my part to submit the required credentials after August 31, 2023 will render my enrollment null and void which will automatically be deleted from the system.
4. The downpayment made is non-refundable.

I affix my signature below to signify my unconditional agreement to the conditions stipulated above in connection with this application for conditional enrollment.

Very truly yours,

(Signature over Printed Name)

ID # _____

Respectfully forwarded to the Vice President for Academic Affairs, University of San Carlos, Cebu City, presenting for your appropriate action the request of the above-mentioned student for conditional enrollment in this university in view of his/her inability to submit the specified enrollment credential during registration, subject to the conditions stipulated above.

Recommended by:

James Anthony T. Toledo, MM, MBA
Registrar

Approved:

Fr. Jesuraj Anthoniappen, SVD, PhD
Vice President for Academic Affairs