MAPÚA INSTITUTE OF TECHNOLOGY
ADMISSIONS OFFICE

**STUDENT’S COPY**

Control No: ____

BATCH NO: ____

APP NO: ____

**Reservation Terms and Conditions**

1. Reserved schedule is valid until May 16, 2015 and will be opened to other enrollees if enrolment has not been made on or before the aforementioned date. In such case, the student will still be allowed to enrol subject to available sections only.
2. Reservation is not an indication of final enrolment. Required documents are to be submitted and validated by the Registrar’s Office to finalize enrolment.
3. In the event of cancellation, the following holds true:
   a. Submitted documents will be subject to school rules and regulations
   b. Reservation fee is non-refundable
4. Students will not be enrolled without their 4th year high school report card (Form 138) even if the Generated Schedule Assignment (GSA) has been issued.
5. Tuition fee and other school related fees indicated in the GSA are subject to change without prior notice.
6. Incoming Freshmen students (Batch 2015) are not allowed to pay the tuition fee in other payment channels of Mapúa (RCBC, Cebuana Lhuillier) for the 1st term of their 1st year. Payment will only be made at the Treasurer’s Office.

I, the undersigned, do hereby acknowledge that I have read and understood the terms and conditions of the reservation.

______________________________  ________________________________
Applicant’s signature over Printed Name  Received by R.O. Staff

Parent’s/Guardian’s signature over Printed Name

FM-AD-15-00

MAPÚA INSTITUTE OF TECHNOLOGY
ADMISSIONS OFFICE

**REGISTRAR’S OFFICE COPY**

Control No: ____

BATCH NO: ____

APP NO: ____

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**THIS COPY MUST BE SUBMITTED TO THE REGISTRAR’S OFFICE**

FM-AD-15-00