

	REQUEST FOR SUBJECTS ON SPECIAL ARRANGEMENT	Document No.	WVSU-REG-SOI-02-F02
		Issue No.	1
	WEST VISAYAS STATE UNIVERSITY	Revision No.	0
		Date of Effectivity:	May 15, 2018
		Issued by:	Registrar's Office
		Page No.	Page 1 of 1

REQUEST FOR SUBJECTS ON SPECIAL ARRANGEMENT

Name: \_\_\_\_\_ ID No. \_\_\_\_\_  
*(Family) (First) (Middle)*

College of \_\_\_\_\_ Date: \_\_\_\_\_

Level: ☐ Undergraduate ☐ Graduate

The Director of Admissions & Records / Registrar  
This University

Dear \_\_\_\_\_ :

I am respectfully requesting approval of my enrolment in the following subject(s), on special arrangement, this \_\_\_\_\_ Semester of SY 20\_\_\_\_ - 20\_\_\_\_ /Summer \_\_\_\_\_ :

Course No.	Subject Title	Instructor / Professor (to be assigned by the Registrar/Dean)	Signature of Instructor / Professor
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reason(s) for the request (check one only)

☐ transferee (from one school to the University)

☐ shiftee (from one degree to another within the University / from old to new curriculum)

☐ graduating

I am fully aware that aside from paying the regular tuition fee of the subjects, I have to pay the required P\_\_\_\_\_ honorarium for the instructor's services.

Very truly yours,  
\_\_\_\_\_  
(Student's Signature)

Recommending Approval:

\_\_\_\_\_  
Dean

Action Taken:

( ) Approved

( ) Disapproved

\_\_\_\_\_  
Director of Admissions & Records / Registrar

Concurred:

\_\_\_\_\_  
Director of Instruction and Quality Assurance

Assessed Fees:

Name of Fee	Amount
Tuition	_____
Tutorial Fee	_____
Total	_____

Assessed by: \_\_\_\_\_

Payment:

Amount	OR No.	Date
_____	_____	_____
_____	_____	_____

Collected by: \_\_\_\_\_

TO BE ACCOMPLISHED IN 5 COPIES

- Dean's Copy
- Registrar's Copy
- DIQA's Copy
- Applicant's Copy
- Assigned Instructor's Copy

Note: Please attach the following:

- 1. a certified copy of Transcript of Records
- 2. a copy of Degree Program