



## STUDENT RECORDS OFFICE

### Office of the College Secretary

College of Social Work and Community Development

University of the Philippines Diliman

Magsaysay Ave., UP Diliman, Quezon City • Contact No. 8981-8500 local 4105

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## APPEAL FOR LATE PAYMENT OF REGISTRATION FEE

### **STEPS:**

1. Write a letter of appeal for late payment of registration fee addressed to the Chancellor, Dr. Fidel R. Nemenzo, DSc (through channels)
2. To be endorsed and signed by the Program Adviser
3. Submit the letter of appeal via email to [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph) for college endorsement
4. SRO resends the letter of appeal to the student with college endorsement
5. Student submits the letter of appeal with college endorsement to the Office of the University Registrar (OUR) at [our.diliman@up.edu.ph](mailto:our.diliman@up.edu.ph) or [rsc\\_our.updiliman@up.edu.ph](mailto:rsc_our.updiliman@up.edu.ph)
6. The OUR recommends for the approval of the letter of appeal to the Office of the Chancellor
7. Wait for the OUR's notification of the approved appeal and for the next steps

***Please keep posted for any updates/announcements/information pertaining to academic affairs, enrollment, deadlines, etc. You may refer to the following:***

UPD Office of the University Registrar: <https://our.upd.edu.ph/>

UPD CRS website: <https://crs.upd.edu.ph/>

UPD CSWCD official website: <https://cswcd.upd.edu.ph/>

UPD CSWCD SRO official website: <https://pages.upd.edu.ph/srocsxcd>

UPD CSWCD SRO official facebook page: <https://www.facebook.com/sro.cswcd>

***Inquiries, submission of applications and other forms, requests and other needed assistance from SRO should be coursed through to our email address: [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph)***

For your guidance.

Thank you

-SRO, CSWCD-