



UNIVERSITY OF SANTO TOMAS  
Office of the Vice-Rector for Finance

UST: SO4-00-ME03  
AY 2020-2021

**TO : THE THOMASIAN COMMUNITY**

**FROM : THE OFFICE OF THE VICE RECTOR FOR FINANCE**

**SUBJECT: FEES ADJUSTMENTS AND REFUNDS DUE TO THE PANDEMIC**

**DATE : 25 August 2020**

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We take this opportunity to thank our stakeholders, particularly our students and their parents, for bearing with us as we try to achieve the necessary balancing act in this time of COVID-19 pandemic, i.e. continuing the delivery of services while safeguarding the safety and health of our personnel.

Considering that we are a comprehensive university, catering to a large population and offering varying programs, we were under very challenging conditions (resulting from the quarantine levels and their corresponding restrictions on work arrangements) that we sought to address. One of these is the refund of fees.

We carefully reviewed the refund computation for 2<sup>nd</sup> term, AY 2019-2020 and the corresponding adjustments for 1<sup>st</sup> term, AY 2020-2021. Previous assumptions as regards university programs, activities, and services, which served as bases for our Table of Fees, have since been modified in view of the official reports on our current situation at local and national levels.

In view of the foregoing, we would like to announce the following:

1. The computed amounts for refund set forth below refer to Miscellaneous and Other Fees only. Any additional adjustments on the Other Fees that are college/program-specific are still under review, in consultation with each academic unit, and will be announced later.
  - a. **2<sup>nd</sup> Term AY 2019-2020** refund consists of **60% reduction** in the common Miscellaneous Fees and Other Fees or university-wide charges. Amount per student will vary according to year level and college/faculty of affiliation.
  - b. **1<sup>st</sup> Term AY 2020-2021** refund/adjustment, based on the Table of Fees previously posted, will come from: (1) **suspension** of the following fees: medical and dental, cultural, drug-testing, energy, physical infrastructure development, retreat and recollection, and sports, and (2) at least **50%** reduction of the fees not mentioned above. The amount of refund per student will again vary according to year level and college/faculty of affiliation.

2. In the computation of outstanding balances of Senior High School students, DepEd vouchers already received by the University shall be considered.
3. To initiate the processing of refunds, students must accomplish the refund application form which is available via myUSTe beginning **27 August 2020** to indicate the relevant information.
4. The following guidelines shall be implemented:

Categories		Available Options*		
		1	2	3
A	Students who graduated at the end of the 2nd Term of AY 2019-2020 or Special Term of AY 2019-2020, and had paid fully their accounts for that term		x	X
B	Students who completed the academic requirements for graduation but have outstanding balances for the 2nd Term of AY 2019-2020 or Special Term of AY 2019-2020	x		
C	Students who have fully settled their accounts for the 2nd Term of AY 2019-2020, Special Term of AY 2019-2020, and for the 1 <sup>st</sup> Term AY 2020-2021	x	x	X
D	Students who had fully settled their accounts for the 2nd Term of AY 2019-2020 and Special Term AY 2019-2020 but have remaining balance for 1 <sup>st</sup> Term AY 2020-2021	x		
E	Students with remaining balances on the fees for the 2 <sup>nd</sup> Term of AY 2019-2020, for Special Term AY 2019-2020, and for the 1 <sup>st</sup> Term AY 2020-2021	x		
F	Students who have fully settled their accounts for the 2 <sup>nd</sup> Term AY 2019-2020 and Special Term AY 2019-2020 but are not currently enrolled		x	x
G	Students whose refunds exceed all their remaining balances	x	x	X

Options*	Description
1	The amount of the refund shall be applied/credited to the student's outstanding balance or to his/her account if he/she has no remaining balance.
2	The amount of the refund shall be transferred to a declared bank account (of the student or parent/guardian) according to the details provided ( <b>IMPORTANT NOTICE: Applicable only to those with BDO, BPI, China Bank, Metrobank, and Security Bank accounts</b> )
3	The amount of the refund shall be received by check to be claimed onsite at the UST Cashier's Office, Main Building (2 <sup>nd</sup> floor).

We ask for your patience and appreciate your understanding.

(SIGNED)

**FR. ROBERTO L. LUANZON, JR., O.P.**

Acting Vice Rector for Finance