



## **SAN MATEO MUNICIPAL COLLEGE**

General Luna St., Guitnang Bayan I, San Mateo, Rizal

Tel. No. (02) 8997-9070

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### **Guidelines in the Implementation of Unified Student Financial Assistance System for Tertiary Education – Free Higher Education (UNIFAST-FHE) Universal Access to Quality Tertiary Education Act of 2017 Republic Act. #10931**

1. Incoming first year students who will enroll in the Degree Programs of San Mateo Municipal College shall qualify or pass the admission policy and submit all the requirements of the college in order to avail of the Free Tuition.
2. It shall be mandatory for the incoming third and fourth year students with previous balances in tuition and miscellaneous fees to settle their accounts.
3. Shiftees and transferees shall pass all the subjects taken from the former school and shall qualify to the admission and retention policy of SMMC.
4. Returning students and other students who went on leave of absence and passed all the subjects taken shall undergo the re-admission and retention policy of the college. Further, they shall undergo a written agreement to avail the UNIFAST-FHE.
5. Students who will be covered in the free tuition and will decide to drop within the semester due to certain reason have to pay the existing tuition, miscellaneous fees and other accounts left as per agreement between parents, guardians, students and school.
6. All miscellaneous fees are covered under the UNIFAST-FHE, namely:
  - Registration Fee
  - Library Fee
  - Identification Fee
  - Laboratory Fee
  - Athletic/Cultural Fee
  - Computer Fee
  - Medical/Dental Fee
  - School Publication Fee
  - Examination Fee
  - Developmental Fee
  - Insurance Fee
  - Student Organization Fee

Only the first copies /printouts of school ID, library ID and student handbook shall be free, and any subsequent request by the student can be charged the usual fees.

7. Other education-related expenses such as cost of books, school supplies, uniforms, reproduction of materials and electronic devices necessary for education are not included in the free tuition of the college.
8. All students, transferees and returnees shall undergo drug test and chest x-ray examination once every year as mandated by CHED MEMO NO. 64 s 2017 at their own expense. For female students who are pregnant at the time of enrollment, they are to submit a medical certification and waiver of liabilities in place of the chest x-ray result.

CONFORME:

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Name & Signature of Parent/Guardian

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Name & Signature of Student

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(Year & Degree Program for Old Student)