



LATE REGISTRATION/ENROLLMENT FORM

Policy: Students who are not able to register/enroll during the days specified for enrollment for the current term/academic year are subject to request and process late registration. Such request will only be accommodated with valid causes and reasons, subject to the review and approval of the VPAA.

Date: _____

Dear Sister VPAA:

Greetings in St. Augustine!

I, _____, would like to respectfully ask for your consideration and approval of my late registration and enrollment for this _____, semester, Academic Year 20__ - 20__.

I was not able to process my enrollment within the scheduled period due to: *(state your reason/s)*

_____.

Thank you very much.

Respectfully yours,

Signature

Endorsed by:

Approved:

Acknowledged/Carried by:

Dean/Principal/Program Head

Sr. Joan BC S. Infante, OSA, PhD, SThD
VP for Academic Affairs

Marya J. Inocencio, LPT, MA
School Registrar



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