



JOSE RIZAL UNIVERSITY
College Division

COLLEGE STUDENT HANDBOOK
July 2016

We care about good education

JOSÉ RIZAL UNIVERSITY

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Copy of Student Handbook is available online

TABLE OF CONTENTS

FOREWORD	4
OFFICERS OF THE ADMINISTRATION	5
THE COLLEGE DIVISION	7
HISTORY OF THE UNIVERSITY	8
VISION OF THE UNIVERSITY	8
MISSION OF THE UNIVERSITY	8
QUALITY POLICY	9
QUALITY OBJECTIVES	9
JRU CORE VALUES	9
OBJECTIVES OF THE UNIVERSITY	9
SCHOOL FACILITIES AND SOURCES OF INFORMATION	10
1. STUDENT SELECTION, PROGRESS, AND RETENTION	12
1.1 Student Attendance/Absences	12
1.1.1 Attendance	12
1.1.2 Absences and Tardiness	12
1.1.3 Excused and Unexcused Absences and Exemptions	12
1.1.4 Allowable Absences	12
1.1.5 Absences Due to Religious Observances	12
1.1.6 Admission Slip	13
1.1.7 Attendance Record	13
1.1.8 Student Responsibility	13
1.2 Suspension of Classes	13
1.2.1 Automatic Suspension of Classes	13
1.2.2 Localized Cancellation or Suspension of Classes	13
1.3 Grading, Promotion and Retention	14
2. STUDENT CONDUCT AND DISCIPLINE	14
2.1 Coverage of the Rules	14
2.2 Classification of Offenses	14
2.3 Major Offenses	14
2.4 Minor Offenses	16
2.5 Disciplinary Sanctions	16
2.6 Reservation on Disciplinary Sanctions	17
2.7 Due Process	17
2.8 Effects of Disciplinary Sanctions	17
3. REQUIREMENTS ON CAMPUS	17
3.1 Identification Card (ID)	18
3.2 Dress Code and the School Uniform	18
3.3 Textbooks	18
3.4 Off Campus	18

4. SCHOLARSHIPS AND FINANCIAL ASSISTANCE	18
Academic Scholarships	18
Athletic Scholarships	19
Non-Academic Scholarships	19
Special Scholarships	20
Financial Assistance	20
5. STUDENT HONORS AND AWARDS	20
5.1 Academic Honors	20
5.2 Special Award for Loyalty	21
5.3 Graduation Requirements	21
6. SCHOOL ACTIVITIES	21
6.1 Required and Other School Activities	22
7. STUDENT ORGANIZATION	23
7.1 General Provisions	23
7.2 Application for Recognition	23
7.3 Membership	24
7.4 Elections	24
7.5 Activities	24
8. STUDENT PUBLICATIONS	25
9. STUDENT RECORDS	27
Registration and Enrolment	27
10. STUDENT ACCOUNTS AND FINANCES	28
10.1 Tuition and Other School Fees	28
10.2 Full Withdrawals of Subjects	28
10.3 Refunds	28
11. STUDENT PERSONNEL SERVICES	29
11.1 Health Services	29
11.2 Testing Services	29
11.3 Guidance Services	29
11.4 Career and Placement Services	30

FOREWORD

All students of the University should consider the University their second home. As part of the University family, they should know its colorful history and achievements.

This handbook shall serve as a guide in the student's activities and behavior inside the campus and off-campus in so far as it may directly affect the name of the University. Therefore, all students must be familiar with the provisions contained in this handbook. Ignorance of the rules and regulations contained herein does not excuse a student from incurring the corresponding sanctions stipulated.

While every effort has been made to insure the accuracy, consistency and completeness of material available at the time copy is made of this handbook, the University reserves the right to make changes at any time during the school year without prior notice. Such changes shall take effect whenever the University deems them necessary.

OFFICERS OF THE ADMINISTRATION

Vicente K. Fabella
President

Miguel M. Carpio
Vice President, Academic Affairs

Theodore U. Calaguas
Vice President, Financial Affairs

Augusto K. Fabella
Vice President, Quality, Linkages, &
Technology Enabled Learning

Noel A. Dimasacat
Vice President, Information System

Norma M. Montalvo
Vice President, Administrative Affairs

Elenita G. Saba
University Registrar

Raul Rafael M. Ramos
Dean, Graduate School Division

Renante G. Fernandez
Director, Accounting Office

Lilia R. Bautista
Dean, Law School Division

Carolina A. Fernandez
Director, Budget & Payroll Office

Leodegario M. David
Dean, College of Business
Administration & Accountancy

Edna C. Cruz
Director, Information
Technology Office

Henry G. Magat
Dean, College of Liberal Arts,
Criminology & Education

Marybell B. Materum
Director, Administrative & Human
Resource Office

Eleonor C. Tangkeko
Dean, College of Nursing & Health
Sciences

Bonifacio C. Talens
Director, Engineering & Maintenance
Office

Liza R. Reyes
Dean, College of Computer Studies &
Engineering

Ivory Joy C. Malinao
Director, Marketing &
Communication Office

Ronald Dexter V. Antiporda
Dean, College of Hospitality & Tourism
Management

Efren Jose Y. Supan
Director, Athletics Office

Romel C. Navarro
Principal, High School Division
OIC Principal, Senior High School

Rubenita V. Alarcon
Assistant Director, Treasury Office

Josephine B. Culala
Principal, Elementary School Division

Maria Karenina S. Guillermo
Assistant Director, Office of the
President

Rosela D. Del Mundo
University Librarian

Cezar C. Caballes
Assistant Director, Information
Technology Office

Barbara Wong-Fernandez
Research Director and Consultant for
Curriculum Development

Benjie A. Evangelio
Assistant University Registrar

Mendelson P. Quiba
Director, Guidance & Testing Office

Grace Marie B. Martin
Assistant Principal, High School
Division

Ana Belen S. Cuyugan
Director, Student Development Office &
OIC, Community Development Office

Noemi R. Bugarin
Assistant University Librarian

Manuel A. Quiambao
Assistant Dean, Law School Division

Joseph S. Dela Cruz
Assistant Director, Engineering &
Maintenance Office

Rechilda B. Ibardolaza
Assistant Director, AHR Office

THE COLLEGE DIVISION

Ronald Dexter V. Antiporda

Dean, College of Hospitality & Tourism Management

Leodigario M. David

Dean, College of Business Administration & Accountancy

Henry G. Magat

Dean, College of Liberal Arts, Criminology & Education

Liza R. Reyes

Dean, College of Computer Studies & Engineering

Eleonor C. Tangkeko

Dean, College of Nursing & Health Sciences

Mendelson P. Quiba

Director, Guidance and Testing Office

Ana Belen S. Cuyugan

Director, Student Development Office

OIC, Community Development Office

DEPARTMENT CHAIRPERSONS AND COORDINATORS

Daisy A. Dela Cruz	Accounting and Law
Monette M. Loy-a	Computer Engineering
Antonio S. Lacpapan	Criminology
Miller A. Mercado	Economics and Finance
Darwin S. Bonifacio	Education
Leo Paulo P. Lonto	Electronics Engineering
Israel V. Cariño	Information Technology
Guia F. Constantino	Languages
Gloria H. Reyes	Marketing, Management & Office Management
Eleonora E. Claricia	Mathematics
Teresita D. Dijamco	Natural Sciences
Ricky T. Maaño	History and Social Sciences
Tirso O. Palermo	Hotel and Restaurant Management
Lotis Melinda V. Bernarte	Nursing, Clinical Coordinator
Gina E. Agus	CDO Coordinator

HISTORY OF THE UNIVERSITY

Jose Rizal University was founded as the Far Eastern College School of Accounts, Commerce, and Finance in 1919 as a non-stock non-profit non-sectarian private educational institution. The University has the distinction of having for its founder, the first Filipino Certified Public Accountant, Vicente Fabella, whose vision blaze the trail in the field of commercial education in the Philippines. In 1922, the school was subsequently renamed the Jose Rizal College to honor the great Filipino patriot and martyr. In 2000, it achieved University status and, in 2015, it was designated a Center of Excellence in Business Administration by the Commission on Higher Education.

The University opened at R. Hidalgo Street in Quiapo, Manila offering the four-year bachelor's degree course in Commerce and the high school course. It has continued to provide educational services since 1919 but suspended its operations during World War II to protest the Japanese occupation of the Philippines. The school remained closed despite attempts by the occupation authorities to force it to resume its operations. Immediately after the war in 1945, the University reopened and gradually offered more courses and enrollment increased. In 1950 it transferred to its present home in Mandaluyong City which provided more opportunities for expansion and transformation.

The University is a founding member of the Philippine Association of Colleges and Universities (PACU) in 1932, the Philippine Association of Collegiate Schools of Business (PACSB) in 1962, the Private Education Retirement Annuity Association (PERAA) in 1974, and the Philippine Association of Personnel Management in Private Schools (PAPMIPS) in 1997.

As the University approaches a century of existence, it takes pride to have among its graduates people who have the respect and gratitude of the nation. Among them include a President of the Philippines, a justice of the Supreme Court, several members of the judicial, legislative and executive branches of government and the diplomatic corps, heads of banks, financial institutions and corporations, acknowledged leaders in the fields of education, industry, commerce, agriculture and trade, and officers of the armed forces and the national police. The University continues to contribute its share to national development through its recognized quality programs in various fields and in all levels.

The careful combination of proven competence in instruction plus valuable experience in the practice of the profession has been the guide of the University in the selection of its educational administrators and faculty members. This policy, complemented with the carefully planned programs in the various disciplines, continuous upgrading of facilities and infrastructure, and proactive participation in accreditation and quality audits, has formed the basis for the impressive educational record of the University as exemplified by its autonomous status, Level IV accreditation and ISO certification.

VISION OF THE UNIVERSITY

JRU will be a market leader in the use of technology for innovation in teaching and learning to produce graduates of social importance.

MISSION OF THE UNIVERSITY

The University aims to develop its students to become useful and responsible citizens through the effective transfer of relevant knowledge and desirable values.

QUALITY POLICY

Jose Rizal University is committed to provide quality education through compliance with stakeholder requirements, maintain competent and professional teaching and non-teaching personnel, and sustain an effective organizational system to ensure efficient transfer of relevant knowledge and desirable values.

QUALITY OBJECTIVES

1. Provide quality educational products and services to its students;
2. Implement a responsive clientele feedback system;
3. Maintain a competent workforce through effective management systems; and
4. Sustain effective financial, technological, academic and administrative planning and control systems.

JRU CORE VALUES

Our core values define how we behave individually and collectively, as inspired by the ideals of the founder. A Rizalian is:

- **Responsible.** A team player who is focused, attentive, gives ones best and committed to the goals of the University.
- **Considerate and Courteous.** A fair and caring person fully aware of other's rights, feelings and ideals in making decisions for the University.
- **With Integrity.** A person who acts truthfully, morally and ethically.

OBJECTIVES OF THE UNIVERSITY

The Constitution defines the aims of education as the inculcation of love of country, the teaching of the duties of citizenship, the development of moral character and personal discipline, and scientific, technological, and vocational efficiency.

Specifically, the University aims (1) to provide and ensure its graduates and students are well equipped with tools to succeed in today's rapidly changing technological world, and (2) to develop in its students the personal and intellectual qualities which characterize an educated person, such as sensitivity, creativity, vision and leadership potentials.

For its objectives, the University will train young men and women to become responsible and useful citizens of the nation by (1) providing balanced instruction in general education and technical knowledge, (2) stressing the principles of representative government in a free society, (3) inculcating respect for the truth, (4) teaching the art of the utilization of knowledge, and (5) encouraging active participation in the process of national development.

SCHOOL FACILITIES AND SOURCES OF INFORMATION

Jose Rizal University

Shaw Boulevard, Mandaluyong City 1552

Telephone Nos.: 531-80-31 to 35

Private Exchange Connecting to All Departments.

*(The switchboard is open from 7 A.M. to 9 P.M.,
from Mondays through Saturdays)*

Fax No.: 531-60-87

E-mail: elementary@jru.edu

<http://www.jru.edu>

Administrative and Human Resource Office	For employees, continuing professional development. Located at the 2 nd floor of building A (Room A-21)
Athletics Office	For use of athletic equipment and facilities. Located at the 3 rd floor of the East Tower Building (Building G-37)
Auditorium	For varied events and formal assembly. Located at building H, phase 3, ground floor
Budget and Payroll Office	For budget clearance and payroll processing. Located at the ground floor of building A (Room A-12)
Cashier	For payment of accounts. Located at the ground floor of building A (Room A-16)
Computer Laboratories	For computer-assisted instruction and activities. Located at the 2 nd floor of building K Room K-210 and K-211
Engineering & Maintenance Office	For security location of buildings and offices within the campus. Located at the ground floor of the JRU Gymnasium.
Elementary School Library	For books, newspapers, magazines and other reading materials. Located at building K (Room K-209)
Elementary School Principal's Office	For admission, study programs, academic matters, student affairs, excuse slips and communication to faculty and parents/ guardians. Located at the ground floor of building K (Room K-108)
Guidance & Testing Office	For counseling (educational, social, career or personal) and testing (IQ, Personality) needs. Located at the 2 nd floor of Building H (Room H-212)
Home Economics Room	For hands-on activities related to cooking, home making and workshop. Located at the ground floor of building K (Room K-107).
Medical & Dental Clinic	For first aid medical and dental services and benefits. Located at the ground floor of Building K (Room K-110)
Prayer Room	Located at the ground floor of building C (Room C-14)

President's Office	Located at the 6 th floor of the Tower Building (Room T-61)
Registrar's Office	For scholastic records, evaluation, diplomas, certificates, transfer credentials. Located at the ground floor of Building A (Room A-15)
Science Laboratories	For experiments, hands-on and other related activities for Science subjects. Located at the 3 rd floor of building K (Room K-309).
Student Accounts	For student accounts, assessment, examination permits, periodical and final grades. Located at the ground floor of Building A (Room A-13)
Treasurer's Office	For tuition fee adjustments and refunds. Located at the ground floor of Building A (Room A-13)
Vice President for Academic Affairs	Located at the ground floor of the Tower Building (Room T-13)
Vice President for Administrative Affairs	Located at the 2 nd floor of Building A inside the Administrative and Human Resource Office (Room A-22)
Vice President for Financial Affairs	Located at the ground floor of Building A (Room A-12)
Vice President for Information System	Located at the 3 rd floor of Building H (Room H-307)
Vice President for Quality, Linkages, and Technology Enabled-Learning	Located at the 2 nd floor of Building H (Room H-213)

1. STUDENT SELECTION, PROGRESS, AND RETENTION

1.1 Student Attendance/Absences

1.1.1 Attendance

A student is required to attend classes regularly and punctually.

1.1.2 Absences and Tardiness

A student who fails to attend any class or school related activity, or leaves and stays out of the class without the permission of the faculty shall be considered and marked absent. A student who arrives in class 10 minutes after the start of the class shall be marked "tardy" and three tardy marks shall be equivalent to one absence.

1.1.3 Excused and Unexcused Absences and Exemptions

1.1.3.1 Excused Absence

A student may be excused for not attending a required school or school related activity provided the appropriate school official or faculty is properly notified and a valid reason is presented.

1.1.3.2 Unexcused Absence

An absence is unexcused if no valid reason is provided for the absence.

1.1.3.3 Exemptions

Exemptions from attending required school or school related activities may be granted at the discretion of the concerned faculty, school officials, or as a matter of policy or law.

1.1.3.4 Exceptions

Exceptions may be granted to a student who is not exempted or not excused at the discretion faculty or school officials and in compliance with the requirements of the course and disciplinary action that may be imposed.

1.1.4 Allowable Absences

A student who incurs absences (excused and unexcused) of more than twenty percent (20%) of the prescribed number of class or laboratory periods during the school year or term shall be given a failing grade and/or given NC (no credit) for the course or subject

1.1.5 Absences Due to Religious Observances

Absences due to religious observances are considered excused absences. It shall be the responsibility of the student to inform the concerned faculty or school officials of such matter, to present an excuse letter including the corresponding evidence in support thereof when required,

and to make the necessary arrangement with those concerned as to the consequences of such absences.

1.1.6 Admission Slip

A student who has been absent is required to secure an Admission Slip from the Student Development Office as a disciplinary measure.

1.1.7 Attendance Record

Every faculty member shall monitor and promote regular attendance and punctuality of all students in his/her classes. Each shall maintain accurate attendance records which must be available for inspection during school hours by department chairs or school administrators.

1.1.8 Student Responsibility

Students with absences or tardiness, whether excused or unexcused, including resulting from exemptions, exceptions, and sanctions imposed or that may be imposed, shall be responsible for complying or completing course or subject requirements missed due to the absences at the discretion of the faculty and in accordance with administrative regulations or approval of the concerned officer.

1.2 Suspension of Classes

1.2.1 Automatic Suspension of Classes

1.2.1.1 When SIGNAL NO. 3 or higher is raised by PAGASA, classes at the pre-school, elementary, secondary, and tertiary levels in the affected area including graduate school shall be automatically cancelled or suspended.

1.2.1.2 In cases where suspension of classes is done when students in the tertiary or graduate school levels are already in school, they will be allowed to leave the University immediately.

1.2.1.3 When classes are suspended or canceled on the day of the scheduled examination or activity, the Dean concerned shall decide on the reschedule.

1.2.2 Localized Cancellation or Suspension of Classes

1.2.2.1 As stated in the guidelines set by Executive Order, "In the absence of typhoon signal warnings from PAGASA, localized cancellation or suspension of classes may be implemented by local chief executives, as chairmen of the LDRRMC (Local Disaster Risk Reduction and Management Council) concern, in coordination with PAGASA and the NDRRMC, specifically in flood prone or high risk areas."

1.2.2.2 If local government officials leave class suspension to the discretion of private educational institutions, JRU officials will make a decision based on the weather and road conditions, with concern for the health and safety of its students.

- 1.2.1.3 In cases where suspension of classes is done when students in the tertiary or graduate school levels are already in school, they will be allowed to leave the University immediately.
- 1.2.1.4 When classes are suspended or canceled on the day of the scheduled examination or activity, the Dean concerned shall decide on the reschedule.

1.3 Grading, Promotion and Retention

- 1.3.1 For the prelim and midterm, actual grades will be expressed in increments of .1.

<u>Grade</u>	<u>Equivalent</u>
1.0 to 1.9	Excellent
2.0 to 2.9	Good
3.0 to 3.5	Satisfactory
5.0	Failed
INC	Incomplete requirements/grades
NA	Not Attending
WD	Withdraw (student officially drops after the start of classes)

- 1.3.2 For the final grades, actual grades will be in increments of .1 and the following range of grades shall be given to the students:

<u>Grade</u>	<u>Equivalent</u>
1.0 to 1.9	Excellent
2.0 to 2.9	Good
3.0 to 3.5	Satisfactory
5.0	Failed
NC	No Credit (excessive absences and/or incomplete requirements)
WD	Withdraw (student officially drops after the start of classes)

2. STUDENT CONDUCT AND DISCIPLINE

- 2.1 Coverage of the Rules. The University shall impose rules of conduct both within and outside the campus.
- 2.2 Classification of Offenses. Offenses shall be classified as major or minor depending on their gravity, and frequency shall be given corresponding disciplinary actions.
- 2.3 Major Offenses. The following are the major offenses which shall be sanctioned with suspension, non-readmission, exclusion or expulsion and shall include the following:
 - 2.3.1 Cheating in any form during examinations;
 - 2.3.2 Vandalism, littering, polluting, and wasting, including the improper use, of school property, resources and environment in any form or act deprives or disrespects, the right of any member of the JRU community and its guests the full enjoyment of a clean environment, safe facilities and adequate resources conducive to the pursuit of its educational, social and recreational activities;
 - 2.3.3 Carrying or possessing any firearm, deadly weapon (e.g. lead pipes, baseball bats, ice picks, deadly blades, metal chains and knuckles, pellet guns and explosive firecrackers, pyrotechnics) within the premises of the University;

- 2.3.4 Disrupting academic functions or school activities to create disorder, breach of peace or serious disturbance not connected with any academic function or school activity;
- 2.3.5 Involvement or participation in-campus and off-campus brawls;
- 2.3.6 Membership in any fraternity or sorority not recognized by the institution.
- 2.3.7 Any form of hazing whether in-campus or off-campus;
- 2.3.8 Inflicting physical injuries upon another within the campus premises;
- 2.3.9 Possessing, trafficking, using prohibited drugs or chemicals, or any regulated drug, without permit or prescription, in any form within the University premises;
- 2.3.10 Possessing or drinking alcoholic beverage or being in a state of intoxication within the University premises. HRM students enrolled in HRM 37 (Bar Operation Management) must present a special permit issued by the concerned faculty and approved by the Dean indicating the type and quantity of alcoholic beverages, the date these will be used in class and the student(s) assigned to bring to class the beverages.
- 2.3.11 Gross acts of disrespect, in words or in deeds, which tend to put any officer, faculty, or administrative staff in ridicule or contempt;
- 2.3.12 Threatening another with infliction upon his person, honor, or property or any act amounting to a crime or delinquency;
- 2.3.13 Any form of extortion or blackmail, whether or not the purpose or the objective is accomplished;
- 2.3.14 Unauthorized solicitation;
- 2.3.15 Acts of lewdness or immorality, the public display of affection, or distribution of pornographic materials within the University premises;
- 2.3.16 Acts that bring the name of the University into disrepute, whether real or imaginary, such as the public and malicious imputation of a crime, vice, defect, or any act, omission, condition, status or circumstance, tending to cause disorder to, discredit or contempt for the name of the University;
- 2.3.17 Stealing, extorting or any attempt thereof; misappropriating or failing to account for funds belonging to the University or any recognized organization;
- 2.3.18 Habitual disregard for or willful violation of established policies and regulations;
- 2.3.19 Forging, falsifying or tampering with academic official record, receipt or any document, or making any false statement to deceive or defraud, or any attempt thereof, the University in any transaction;
- 2.3.20 Any form of gambling or betting within the campus;
- 2.3.21 Any acts of subversion or insurgency;
- 2.3.22 Lending, borrowing, tampering, using ID's, enrolment permits, examination permit, clearance certificate or other documents; or committing, allowing or abetting acts of impersonation or misrepresentation;
- 2.3.23 Wearing or using an identification card other than your own inside the campus;
- 2.3.24 Using the University name without authority;
- 2.3.25 Committing a third minor offense;
- 2.3.26 Using social networking tools (chats, blogs and the like) and emails for any illegal or immoral purpose against the school or its policies;
- 2.3.27 Smoking inside the campus;
- 2.3.28 Any form of Bullying; and
- 2.3.29 Gross misconduct.

2.4 Minor Offenses. The following shall be considered minor offenses, including but not limited to:

- 2.4.1 Using cellphones and other electronic gadgets inside the classroom, laboratory, library and places where learning activities are going on;
- 2.4.2 Not wearing the prescribed uniform;
- 2.4.3 Wearing improper attire (e.g. wearing of shorts, caps, slippers, spaghetti straps, cross dressing, etc.) on occasions when wearing the prescribed uniform is not required;
- 2.4.4 Colored hair;
- 2.4.5 Long/unkempt hair by male students;
- 2.4.6 Wearing colored nail polish;
- 2.4.7 Wearing earrings by male students;
- 2.4.8 Wearing more than one pair of earrings per ear by female students;
- 2.4.9 Body piercing accessories on any part of the body except earlobes;
- 2.4.10 Visible tattoos;
- 2.4.11 Eating inside classrooms, auditorium, gymnasium, library and prayer room; and
- 2.4.12 Using University facilities and equipment without authority.

2.5 Disciplinary Sanctions. The following are the disciplinary sanctions which shall be imposed, without prejudice to others as warranted by the circumstances of the violations:

- 2.5.1 In cases of minor offenses:
 - First Offense Warning
 - Second Offense Written notice and 1 day suspension
 - Third Offense 2-day suspension and will be considered as a major offense
- 2.5.2 For major offenses, the sanctions that may be imposed are suspension, non-readmission, exclusion, or expulsion.
- 2.5.3 Financial, academic and other sanctions may be additionally imposed in cases where the violation is attended with damage, injury, or loss, involving any property or person, etc., regardless of whether the student is found directly or indirectly, deliberately or unintentionally, responsible therefor.
- 2.5.4 Suspension - means barring the student from entering the campus and attending classes. A student may be immediately suspended to maintain an atmosphere conducive to learning, safety and security, and primarily maintain peace and order in school, preserve decorum in the classroom, and uphold respect for administrators and faculty. Suspension may be preventive or disciplinary.
 - 2.5.4.1 Preventive Suspension - A student may be suspended during the period of the investigation and/or the pendency of the disciplinary proceedings.
 - 2.5.4.2 Disciplinary Suspension - A student may be suspended for a number of days which shall be appropriate for the nature, gravity, and recurrence of the offenses committed.
- 2.5.5 Non-readmission - A student is allowed to complete the current school term but may be denied admission thereafter. The student under non-readmission may be placed under disciplinary probation which imposes a condition that he/she may be summarily dismissed for any further violation of the rules.

- 2.5.6 Exclusion - A student is dropped from the rolls of the University immediately upon promulgation of the resolution for exclusion and denied admission thereafter.
 - 2.5.7 Expulsion - A student is dropped from the rolls of the University immediately upon promulgation of the resolution for expulsion and no transfer credentials will be issued to the student.
- 2.6 Reservation on Disciplinary Sanctions. The University reserves the right to decrease or increase the sanctions that may be imposed, including the imposition of financial, academic, and other additional penalties it deems just and fair.
- 2.7 Due Process. In the conduct of all disciplinary investigations and proceedings, the standards of due process as provided for in an academic administrative setting, shall be observed.
- 2.7.1 The Coordinator of Student Discipline shall (a) investigate all written complaints and referrals; (b) inform the students of their right to be assisted by parents or guardian and/or counsel; and (c) submit its report and recommendations to the SDO.
 - 2.7.2 The records of the disciplinary proceedings shall be noted and signed by both parties.
 - 2.7.3 Giving false testimony in any disciplinary investigation or proceeding shall be dealt with the appropriate action.
 - 2.7.4 In case of minor offenses, if the offender fails to appear, despite due notification and without sufficient cause, the Director of Student Development Office (SDO) shall exercise full and sole discretion in resolving the case with impartially, justice, and fair play.
 - 2.7.5 In case of major offenses that may result in sanctions to dismiss, exclude, expel, or require the withdrawal of a student, the discipline committee shall be convened and may receive evidence. It shall resolve the case with impartially, justice, fair play and promulgate the same without delay.
- 2.8 Effects of Disciplinary Sanctions. Disciplinary sanctions imposed on the student do not exempt, excuse, or except the student from complying with the requirements of a course and other school policies, such as taking examinations, quizzes and graded recitations, etc. during the period of suspension. The student while serving the sanction, and thereafter, may be placed on disciplinary probation status.

3. REQUIREMENTS ON CAMPUS

The completion of one's registration binds the student to agree to and abide by the University policies, rules and regulations; to accept the prescribed course of study; and to meet the test required as to attendance, diligence in study and personal conduct. The continuance of the student in the rolls and his graduation, the awarding of academic credits, and the granting of any certificate or degree are strictly subject to the disciplinary authority of the University.

3.1 Identification Card (ID)

Identification Card is secured from the Information Technology Office located at Building H (Room H-311).

All currently enrolled students are required to wear their ID slung over their neck at all times while inside the campus. The ID card is required when borrowing books in the library and for any other purposes that may require identification.

In the event that the ID card is lost, destroyed or damaged, a replacement card may be obtained from the Information Technology Office upon submission of duly accomplished Request for ID Replacement Form and the payment of ID Replacement Fee.

Temporary Gate Pass may be secured from the Student Development Office in case the ID is misplaced, damaged or left at home.

3.2 Dress Code and the School Uniform

Jose Rizal University prides itself in the way students reflect the University's culture and values through their appearance. As such, students are expected to follow the general rules below:

- 3.2.1 The school ID must be conspicuously worn slung over the neck while within the University and as prescribed during events outside the school.
- 3.2.2 Wear school uniforms as required uniforms must be clean, without tatters, properly buttoned and cut to the appropriate length and style.
- 3.2.3 Hairstyle should be neat and appropriate for school.
- 3.2.4 Only shoes appropriate to the uniform will be allowed. The use of sandals, slippers, clogs, step-ins or similar foot wear is not allowed.

3.3 Textbooks

All students are encouraged to obtain a complete set of the prescribed textbooks, the list of which is posted at the University Bookstore during the enrolment period. The University Bookstore sells textbooks and school supplies at reasonable and competitive prices, but students are free to obtain their textbooks and school supplies elsewhere, if they so prefer.

3.4 Off Campus

Activities that are held outside the campus may be sanctioned by the University, only if they are, in a way, related to some official school activity, such as interscholastic athletics contests. Any other off-campus activity shall not bind the University unless its prior written consent is sought through the proper channels.

4. SCHOLARSHIPS AND FINANCIAL ASSISTANCE

Academic Scholarships

- 4.1 La Pluma. This form of academic scholarship is given to incoming college students who graduated in the top ten of their entire batch consisting of at least 100 graduating students.

- 4.2 Entrance Scholar A. This entrance scholarship is given to incoming students in college division who obtained the top three highest scores in the JRU scholarship admission test.
- 4.3 Entrance Scholar B. This entrance scholarship is given to incoming students in the college division who obtained a score equivalent to above average in the JRU scholarship admission test.
- 4.4 Academic Scholar A. This academic scholarship for existing students enrolled in JRU who obtained a final GPA of 1.5 with no grade lower than 2.000, no failing grade in any subject and carrying a regular load for the previous semester.
- 4.5 Academic Scholar B for College. This academic scholarship for existing students enrolled in JRU who obtained a final GPA of 2.000 with no grade lower than 2.500, no failing grade in any subject and carrying a regular load for the previous semester.

Athletic Scholarship

- 4.6 Athletic Scholarship. This scholarship is open to all officially enrolled students who meet the qualifications set by the University in their respective sports discipline. Scholarship of this kind are recommended by the Athletic Director and approved by the University President.
- 4.7 Band Scholarship. This scholarship is open to officially enrolled College students of the University. A scholarship of this kind is determined through a list co- signed by the Bandmaster and the Athletics Director and approved by the University President.
- 4.8 NCAA (National Collegiate Athletic Association) Cheerleader Scholarship. This scholarship is open to officially enrolled College students of the University. A scholarship of this kind is endorsed by the coach/instructor in-charge and through the office of the Athletic Director.

Non-Academic Scholarships

- 4.9 CSC (Central Student Council) President and Vice President Scholarships. This kind of scholarship is open to incumbent CSC President and Vice President for internal and Vice President for External affairs. This scholarship is determined by the Director of Student Development Office (SDO), endorsed by the Vice President for Academic Affairs (VPAC) and approved by the University President.
- 4.10 Student Publication. This scholarship is open to the incumbent editor in chief and managing editor of the official college publication of the University. A scholarship of this kind is determined by the faculty adviser of the publication and Director of Student Development office, endorsed by the VP Academic Affairs, and approved by the University President.
- 4.11 DMTC Scholarships. This is open to the incumbent Corps Commander of the Corps of Cadets of DMTC. A scholarship of this kind is recommended in writing by the DCMT Commandant and the Dean of Liberal Arts, Criminology and Education (ACE), endorsed by the VP Academic Affairs and approved by the University President.
- 4.12 Chorale Scholarship. This scholarship is open to officially enrolled College students of the University who has been a member of the chorale for one (1) year. A scholarship of this kind is determined through a list co-signed by the chorale Master and SDO Director, endorsed by the VP Academic Affairs and approved by the University President.

Special Scholarships

- 4.13 Jose Rizal University Alumni Association (JRUA) Scholarship. This scholarship is for incoming first year college students who successfully pass the screening and evaluation requirements of the JRUA.
- 4.14 Presidential Decree No. 451 (PD451). This scholarship is for poor but deserving students as recommended by the VP Financial Affairs and approved by the University President.
- 4.15 Special Funded Scholarships. This scholarship is open to all officially enrolled students who show exceptional promise as recommended by the VP Academic Affairs and approved by the University President.
- 4.16 Special Military Scholarship. This scholarship is open to the dependents of military personnel who die or are incapacitated in the line of duty.
- 4.17 Scholarship for Direct Descendants of Founding Officers of Jose Rizal College. This scholarship is for direct descendants of the founding trustees and first officers of Jose Rizal College in 1919. The eligibility for any such scholarship will be determined by the University President.

Financial Assistance

- 4.18 Student Assistants. This scholarship is open to poor but deserving college students who will be tasked to work as a support assistant for faculty and staff of the University. Applicants for this scholarship are assessed and evaluated by a mental ability test and interview by the head of the requesting office.
- 4.19 Financial Assistance/Aid Scholarship from Partner Entities. Financial assistance opportunities is available to qualified students in the college division upon screening and evaluation of the Director of the Guidance and Testing Office.

5. STUDENT HONORS AND AWARDS

During the annual collegiate commencement exercises, the following awards shall be granted:

5.1 Academic Honors

5.1.1 In order to qualify for academic honors, a student must:

5.1.1.1 Have finished the program within the prescribed number of years,

5.1.1.2 Must not have any failing grade/NC

5.1.1.3 Not have any leave of absence, and

5.1.1.4 Not have committed any major infractions

5.1.2 Summa Cum Laude. Candidates must have completed the prescribed curriculum years at JRU with a GPA of 1.000- 1.250.

5.1.3 Magna Cum Laude. Candidates must have completed the prescribed curriculum years at JRU with GPA of 1.251- 1.500.

5.1.4 Cum Laude. Candidates must have completed at least 90 units with GPA of 1.501-2.000.

5.2 Special Award for Loyalty

5.2.1 For purposes of determining eligibility for loyalty awards, the courses of study at Jose Rizal University shall be divided into four curricular levels, the first being the elementary course of study, the second the secondary curriculum, the third being the collegiate bachelor's degree, and the fourth the graduate degree or its equivalent.

5.2.2 A student who successfully completes four consecutive levels of course of study exclusively at the university shall be eligible for a platinum medal for loyalty, for three consecutive levels a gold medal for loyalty, and for two consecutive levels a silver medal for loyalty.

5.2.3 No loyalty awards are given for successfully completing full residence for only one level.

5.3 Graduation Requirements

5.3.1 As a general rule, no student shall be allowed to graduate unless he/she complies with all academic, non-academic and other requirements imposed by the institution for graduation.

5.3.2 No candidate for a title or a degree shall be permitted to graduate in the commencement exercises unless the following requirements have been satisfactory fulfilled.

5.3.2.1 Must have fulfilled all the program requirements for graduation as specified in the prescribed course curriculum.

5.3.2.2 Must have obtained satisfactory grades in all his subjects.

5.3.2.3 Must have earned at least sixty (60) units of academic credit at JRU.

5.3.2.4 Must have settled all his financial obligations not later than the last term of the school year in which the student hopes to graduate.

5.3.2.5 Must have submitted all the required admission credentials.

5.3.2.6 Must have filed an application for graduation with the Office of the Registrar.

5.3.2.7 It is the duty of the student to see the evaluation in the systems Student Access Module.

5.3.2.8 Students shall be responsible in checking their subjects taken and passed.

5.3.2.9 Transfer students' evaluation shall be made upon admission.

5.4 Except as may otherwise be provided by CHED, in connection with accreditation, Special Orders shall be required for the graduation of students from the formal tertiary levels of private schools.

6. SCHOOL ACTIVITIES

Extra-curricular activities provide special opportunities for students to participate in the interest groups and programs of their own choosing; all of which provide significant opportunity to develop qualities of leadership.

There are a number of student organizations in the campus, all under the leadership of students with faculty supervision. From time to time, the different organizations sponsor convocations and open forum on subjects of current interest; notable speakers with special knowledge of the topic are usually invited.

Students and student organizations shall not, either individually or collectively, use the name of, or hold itself to be the official representative of Jose Rizal University in any activity of any kind without the previous written authority of the Dean. Violation of this rule constitutes adequate cause for disciplinary action.

6.1 Required and Other School Activities

6.1.1 Physical Education and Athletics

Physical education is required of all students but exemptions may be granted for physical incapacity as certified by the University physician.

The University has adequate athletic facilities in the campus. The active participation of a student in organized intramural activities or in any sports activity recognized by the national sports association concerned or by the Commission on Higher Education and/or the Department of Education whether individually or as a team member, shall be considered as compliance with the Physical Education requirements for the school term in which participation took place.

The University is an active member of the National Collegiate Athletic Association (NCAA) and the intercollegiate athletics program consists of varsity teams in basketball, football, track and field, lawn tennis, table tennis, volleyball, and chess. Students enjoy certain privileges in connection with attendance at NCAA games.

A comprehensive intramural sports and recreation program is sponsored for the entire University and students are encouraged to participate in these sports and recreation. Awards are given for group and individual excellence.

6.1.2 National Service Training Program Act of 2001 (R.A. 9163)

Republic Act No. 9163 established the National Service Training Program (NSTP), which shall form part of the curricula of all baccalaureate degree programs and of at least two (2) year technical-vocational courses and is a prerequisite for graduation.

The program consists of the following service components:

- 6.1.2.1 Reserve Officers Training Corps (ROTC), which is optional and voluntary;
- 6.1.2.2 Civic Welfare Training Service;
- 6.1.2.3 Literacy Training Service

All incoming freshmen students, male or female, are required to complete one (1) NSTP component of their choice, as a graduation requirement. Each of the aforementioned NSTP program components shall be undertaken for an academic period of two (2) semesters.

All program components shall give emphasis on citizenship training and shall instill patriotism, respect for the rights and adherence of civilians to the Constitution.

7. STUDENT ORGANIZATION

7.1 General Provisions

- 7.1.1 The University shall provide special opportunities for students to participate in the interest groups and programs of their own choosing.
- 7.1.2 Extra-curricular activities shall provide significant opportunity to develop qualities of leadership.
- 7.1.3 Student organizations shall be under the leadership of students with faculty supervision.
- 7.1.4 A recognized student organization may represent itself as a University student organization, avail of University facilities, use the name of the University, or be eligible for membership in the Central Student Council, upon clearance of the Director of the Student Development Office (SDO).
- 7.1.5 The Central Student Council (CSC), the highest collegiate body in the campus, shall be composed of the officers of the different recognized student organizations and advised by a faculty member assigned by the SDO Director.

7.2 Application for Recognition

- 7.2.1 Requirements for establishing a new student organization are as follows:
 - 7.2.1.1 Not partisan or religious in nature
 - 7.2.1.2 At least 25 members who are currently enrolled
 - 7.2.1.3 Constitution and By-Laws
 - 7.2.1.4 Recommended activities for the year
 - 7.2.1.5 List of officers (ad hoc), and
 - 7.2.1.6 Recommended faculty adviser
- 7.2.2 Application for recognition of a new student organization shall be made to the SDO Director, preferably within 15 days after the beginning of the first semester
- 7.2.3 Recognition of a student organization is renewable annually provided that the following requirements are met:
 - 7.2.3.1 Year end report of activities
 - 7.2.3.2 Reviewed by-laws
 - 7.2.3.3 Financial Statements
 - 7.2.3.4 Ad hoc committee/s for the next school year
 - 7.2.3.5 Recommended adviser
 - 7.2.3.6 Recommended activities
- 7.2.4 A list of recognized student organizations shall be issued annually by the SDO Director.
- 7.2.5 All recognized student organizations shall have an Executive Board consisting of the President, Vice President Internal and Vice President External.
- 7.2.6 Every recognized student organization shall be assigned at least one faculty adviser.
- 7.2.7 The preference of the recognized student organization shall be taken into consideration in the appointment of the faculty adviser.

- 7.2.8 The faculty adviser shall be required to attend all general meetings and activities involving the entire membership.
- 7.2.9 The SDO Director in coordination with the respective department chair shall approve a substitute faculty adviser in cases where the assigned faculty adviser is not available.

7.3 Membership

- 7.3.1 Membership in any approved student organization shall be limited to students currently enrolled in the University.
- 7.3.2 Membership fees shall be determined by majority vote of the Executive Board of the organization for the preceding school year and approved by the SDO Director.
- 7.3.3 Recognized student organizations shall not conduct initiation ceremonies involving physical activity or display, whether in the University premises or elsewhere.

7.4 Elections

- 7.4.1 Before the end of the second semester, an ad hoc committee shall be formed by the outgoing officers of the recognized student organization to ensure the smooth transition to the next set of officers.
- 7.4.2 The ad hoc committee shall perform the duties and responsibilities of the outgoing officers until a new set of officers is elected; including submission of application for renewal of recognition, membership drive and elections.
- 7.4.3 The names of the ad hoc committee members shall be submitted to the SDO Director, duly signed by the faculty adviser.
- 7.4.4 The procedures for election shall be covered by the by- laws of the student organization.
- 7.4.5 Any election protest shall be settled by the faculty adviser, but may be appealed to the SDO Director.
- 7.4.6 The election of officers shall take place preferably 45 days after the beginning of classes for the regular school year.
- 7.4.7 All elected officers shall have no failing grades in all subjects in the previous semester and no major disciplinary infraction.
- 7.4.8 Students graduating in the first semester shall not be eligible to run for office.
- 7.4.9 The ad hoc committee shall assume office until the newly elected officers are sworn into office.

7.5 Activities

- 7.5.1 All meetings of the organizations shall be conducted in the Central Student Council Office.
- 7.5.2 In case of conflict of schedules, meetings may be made in a different venue, subject to approval by the Student Development Office.
- 7.5.3 Activities requiring the use of any University facilities or the excuse of student from classes shall be calendared with the SDO Director preferably twenty-four hours in advance in case of meetings, and one week in advance in case of convocations and other affairs involving outside speakers or guests.

- 7.5.4 The use of facilities shall be prioritized in the following manner: first priority – University activity; second priority – academic division activity; third priority – organization activity.
- 7.5.5 Each student organization shall submit a financial report of its operations, indicating its income, its expenditures, and the holder of its cash balances at the end of every semester. Such a report must bear the notation of the faculty adviser. If no financial operations were undertaken, a letter from the organization’s President, Treasurer, and Adviser shall be submitted.
- 7.5.6 Non-compliance with any requirement shall mean the non-renewal of recognition of the student organization for the succeeding school year by the SDO Director.

8. STUDENT PUBLICATIONS

- 8.1 There shall be two major publications for College Division: The Journal and The Rizalian.
- 8.2 The following content shall be prohibited in any publication of the University:
 - 8.2.1 Any written or graphic material that is considered by the administration as obscene, vulgar, indecent, gross, sexually explicit, injurious to young readers and devoid of any moral value.
 - 8.2.2 Those that tend to incite subversion, insurrection, rebellion or sedition against the state, or otherwise threaten the economic, and/or political stability of the state.
 - 8.2.3 Those which tend to undermine the faith and confidence of the people, their government and/or duly constituted authorities.
 - 8.2.4 Those, which glorify criminals or condone crimes.
 - 8.2.5 Those, which serve no other purpose but to satisfy the market for violence or pornography.
 - 8.2.6 Those, which tend to abet the traffic in use of prohibited drugs.
 - 8.2.7 Any material which may be considered as libelous or defamatory within the purview of the law in the Philippines or which is not in accordance with the established canons of good and responsible journalism.
 - 8.2.8 Any criticism of the government.
 - 8.2.9 Those which are libelous or defamatory to the good name and reputation of the University and any member of the founding family, officers, staff, faculty and other personnel, whether living or dead.
 - 8.2.10 Topics with little or no relation with student activity.
 - 8.2.11 Any work which constitutes plagiarism or which the editor- in-chief and/or faculty adviser strongly feels may have been plagiarized, pirated or violates copyright privileges.
- 8.3 The budget for printing shall be submitted for approval of the Vice President for Academic Affairs (VPAC).
- 8.4 Policies on the School Organ
 - 8.4.1 The Journal is a students’ magazine that is primarily intended for information and exchange of student ideas and views, for building up school spirit, and for assisting in molding of student minds in the proper direction.

- 8.4.2 The Director of Student Development Office shall appoint a faculty adviser for the school organ.
- 8.4.3 The faculty adviser shall conduct a competitive examination within 14 days after the opening of classes, to determine eligibility for the positions of Editor-in-Chief and Managing Editor.
- 8.4.4 Additional positions may be provided as the need may arise upon the recommendation of the Editor-in-Chief and with the approval of the faculty adviser.
- 8.4.5 A full scholarship and a half-scholarship valid for one year shall be made available to the editor-in-chief and the managing editor, respectively.
- 8.4.6 Scholarships shall be forfeited for the editor-in-chief and the managing editor should they fail to publish 2 issues per year.
- 8.4.7 The school organ shall be in a form of 9" x 12", and shall contain at most 28 pages.
- 8.4.8 In marginal or doubtful instances of matters for publication, the faculty adviser shall have the final decision, after clarification with the student editor concerned. Any modification or rejection of an article shall be accompanied with an explanation for the action.

8.5 Policies for the Yearbook

- 8.5.1 The college graduating class, if so desired, shall publish a yearbook at the end of the school year, named "The Rizalian".
- 8.5.2 The yearbook shall be planned, prepared, and published by the graduating students themselves, with the assistance of faculty advisers appointed by the Director of Student Development Office.
- 8.5.3 All contracts entered into and all obligations incurred in connection of the yearbook shall be in the name of the "Jose Rizal University Yearbook Committee".
- 8.5.4 The editorial board of graduating students shall be responsible for preparation of the yearbook.
- 8.5.5 The members of the editorial board shall be appointed by the Director of Student Development Office upon the recommendation of the yearbook faculty advisers.
- 8.5.6 The editors-in-chief and the managing editor shall constitute the senior members of the staff and as many associate editors as necessary may be appointed.
- 8.5.7 The editor-in-chief of the yearbook shall not serve as editor-in-chief of the school organ at the same time.
- 8.5.8 The collection of the yearbook fee from the individual graduating students shall be deposited with the University Treasurer and withdrawals from this fund shall be based on receipts in connection with the expenditures of the yearbook and shall be allowed only with the consent of the yearbook faculty adviser with the approval of the Director of Student Development Office.
- 8.5.9 The funds from the yearbook fee are the property of the senior class organizations concerned and may not be utilized for any other purpose. Use of unutilized funds shall be the sole discretion of the contributors.
- 8.5.10 A graduating student, to be eligible for inclusion in the yearbook, shall complete graduation requirements within the school year, including the summer term.
- 8.5.11 The members of the yearbook committee shall be held accountable for the publication of the yearbook and they will be subject to clearance from the university.

9. STUDENT RECORDS

Registration and Enrolment

- 9.1 The enrolment system can be accessed online.
- 9.2 Except for old students, new applicants or transfer students are required to enroll in campus.
- 9.3 A student is considered officially enrolled only after he has:
 - 9.3.1 Submitted all required admission credentials (for new applicants/transfer students)
 - 9.3.2 Issued an Enrolment Permit (EP)
 - 9.3.3 Made an initial payment of school fees
- 9.4 When a student is officially enrolled, it is understood that he/she is enrolled for the duration of the entire term, regardless of whether school fees have been fully paid or not.

9.5 Late Enrolment

The last day of enrolment without fine is the first day of regular classes. Any student who is allowed to enroll after the said date shall be considered as a late enrollee and is subject to the late enrolment fine.

9.6 School Request for JRU Credentials

- 9.6.1 As a general rule, transcripts shall not be issued directly to students in any academic level, unless authorized in writing by the school requesting for the Form 137/TOR.
- 9.6.2 The request for F137/TOR and similar record by another school on the basis of Transfer Credentials, should be attended promptly, as a matter of inter school courtesy and shall forward such records directly to the school preferably within thirty (30) days from receipt of the request.
- 9.6.3 A request for a second copy of F-137/TOR made by the Registrar or his assistant when the original has been lost or damaged should be honored and given free of charge as a matter of institutional courtesy. On the other hand, a request made by one school for F-137/TOR which had previously been issued to another school cannot be honored.

9.7 Student Request for JRU Credentials

- 9.7.1 F-137/TOR, Transfer Credentials and Certification shall be issued only if the admission requirements of the student into the University are complete, including Form 137/TOR from the school where the student had studied prior to entering the University and no outstanding obligation whatsoever.
- 9.7.2 For security reasons, F-137/TOR shall always be issued with a notation "Not Valid Without the Seal of the University and the Original Signature of the Registrar".
- 9.7.3 It is preferred that the requested F-137/TOR, Transfer Credentials and Certification be issued directly to the student, unless a representative bears the authorization letter from the student in order to get document.

- 9.8 For Graduates prior to 2001, clearances may be limited to Library, Registrar's Office (REG) and Student Accounts Office, while graduates from 2001 to present, clearances may be limited to the Registrar's Office and Student Accounts Office only.

10. STUDENT ACCOUNTS AND FINANCES

10.1 Tuition and Other School Fees

The tuition fee for the semester or for the summer session for each student will depend upon the total number of units taken.

A cash discount privilege is available for full payment of the tuition fee for the entire semester at the beginning of the semester. This privilege is available only for a limited period; therefore, any interested student should inquire at the Student Accounts Office in Room A-14 for information about the cash discount schedule and the deadline for enjoying such privilege. The University offers other discounts privileges, including brothers and/or sisters discounts, etc.

The tuition fees on installment basis are payable in four semestral installments, the first upon enrolment, and the other three at the beginning of each succeeding month.

A student is not considered enrolled unless the tuition fee or the first installment and all pertinent miscellaneous fees have been paid, in addition to the other requirements for enrolment.

(List of fees is available at the Student Accounts Office)

10.2 Full- Withdrawals of Subjects

10.2.1 Full-withdrawal shall be permitted after enrolment until one (1) month after the beginning of classes provided the University is notified promptly by the student/parent/guardian thru filled-out application for Change of Subject/Section/Load and Withdrawal Form approved by the respective Principal/Dean due to compelling reasons such as but not limited to: (a) Medical (b) Transfer of residence (c) Transfer of work destination.

10.2.2 When no Application for Change Subject/Section/Load and Withdrawal Form is filed, the student who is not attending classes shall be considered dropped and charged in full for the entire term for the Higher Education and entire year for the Basic Education.

10.2.3 Admission credentials submitted by the student may be released upon the request of the student, provided the request is made within one (1) month from the beginning of classes.

10.3 Refunds

10.3.1 All refunds shall be covered by an Application for Refund form.

10.3.2 Only majority aged students or parents/guardians of minor students shall be allowed to apply for refunds.

10.3.3 The following documents are required to be presented and submitted together with the accomplished Application for Refund form:

10.3.4 Original/Photocopy of JRU system-generated Official Receipt (OR) or a notarized Affidavit of Loss, in case the original OR cannot be presented.

10.3.4.1 Original/Photocopy of valid ID of applicant;

- 10.3.4.2 Photocopy of enrolment permit;
- 10.3.4.3 Letter of Authority and photocopy of a valid ID of the check issuer, if applicable.
- 10.3.5 For computation of refunds of students who officially withdraw their enrolment, please refer to the Manual of School Fees of the applicable school year.
- 10.3.6 For refunds arising out of check payments, the refund amount will be paid to the check issuer unless a letter of authority and a photocopy of a valid ID are presented by the applicant.
- 10.3.7 All Application for Refunds shall be verified and processed by the Student Accounts section and approved by the Accounting Director.
- 10.3.8 Processing of check payment for refunds shall be governed by the policy on Cash Disbursements procedure.
- 10.3.9 Check payments shall be released to the applicant upon presentation of the following:
 - 10.3.9.1 Original copy of OR or Affidavit of Loss
 - 10.3.9.2 Original ID of applicant/check issuer
 - 10.3.9.3 Authorization letter, original ID of student and a valid ID of the representative, if applicable.
- 10.3.10 The OR or Affidavit of Loss shall be stamped “RELEASED”, initialed and dated by the Cash Disbursements Clerk upon release of the check.
- 10.3.11 The applicant or his authorized representative shall sign the Check Voucher to acknowledge receipt of the check payment.
- 10.3.12 A full withdrawn student shall be required to surrender the student ID.

11. STUDENT PERSONNEL SERVICES

11.1 Health Services

A medical and dental clinic forms part of the services made available to students of the University, and is located at Room C-18 at the ground floor of Building C. Qualified physicians/dentists/nurses staff the clinic, which is open from 7 a.m. up to 9 p.m. from Monday to Saturday.

11.2 Testing Services

Testing services refer primarily to group testing for school administration purposes, and cover a number of fields. The main purpose of group testing undertaken by the University is to provide benchmarks and indicators for determining the progress of students and the quality of instructional output. In general, testing services are provided by or are given by others under the supervision of the Guidance and Testing Office. These include scholastic aptitude tests, English facility tests, IQ tests, and special purpose tests.

11.3 Guidance Services

Guidance and counseling services are available for all divisions from the Guidance and Testing Office. Such services can involve the assessment of difficulties in student studies, including the application of appropriate testing and measurement mechanisms, in order to assist the individual student

in realizing his full potential. Guidance and counseling services can partake of either individual or group counseling, or both.

11.4 Career and Placement Services

Career and Placement Services aim to support and empower students with the resources, skills, and knowledge necessary to be successful with in career exploration, educational planning, job preparation and employment search.