



CONTROL NO.:

REPUBLIC OF THE PHILIPPINES
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE BRANCH/CAMPUS REGISTRAR

BRANCH CAMPUS

APPLICATION FOR CHANGE OF ENROLLMENT (ACE) FORM
CHANGE OF SCHEDULE / SUBJECT

INSTRUCTIONS:

- 1. Fill-out all blank spaces provided in this form with appropriate information; write N/A if not applicable.
2. Write the details of subject to change in the RELEASED and ACCEPTED section and have it signed by the Faculty handling respectively.
3. Proceed to your Branch/Campus Academic Head for APPROVAL and TAGGING of the necessary changes.
4. Go to the Accounting Student Services (of your Branch/Campus) for the assessment and tagging of necessary fee/s.
5. Pay the assessed fee at the SIS Window in the Branch/Campus Cashier's Office.
6. Photocopy this form and official receipt and submit copy to Office of the Branch/Campus Registrar (Original Copy), Director's Office (photocopy), and keep a personal copy

I, (STUDENT NAME), hereby apply for a change in my enrollment this

First Semester Academic Year:
Second Semester 20__ - 20__
Summer

period for the following reasons:

RELEASED

Table with 8 columns: CODE, DESCRIPTION, COURSE, YEAR & SECTION, DAY, TIME, ROOM, UNITS, FACULTY SIGNATURE OVER PRINTED NAME AND DATE. Rows 1-3.

ACCEPTED

Table with 8 columns: CODE, DESCRIPTION, SECTION, DAY, TIME, ROOM, UNITS, FACULTY SIGNATURE OVER PRINTED NAME AND DATE. Rows 1-3.

Number of units and hours (originally enrolled) based on Registration Certificate :
Number of units and hours added :
Total number of units and hours enrolled :

SIGNATURE OVER PRINTED NAME OF STUDENT

Student Number:
Course:
Year and Section:

APPROVED BY: ACADEMIC HEAD

DATE:

ACKNOWLEDGED BY: OFFICE OF THE BRANCH/CAMPUS REGISTRAR

Name :
Signature :
Date :

Official Receipt Number:
Amount Paid:
Date: