C. AUTHORIZED WITHDRAWAL, ADDITION AND CHANGE OF COURSE

a. A student may be allowed to withdraw, add, and/or change courses with an approved HCCCI_REG_FORM 5C from the Office of the Registrar.

1. A student has the option to withdraw from his/her classes provided he/she submits a written letter of request for his/her withdrawal of course/s. Withdrawal of subjects may be allowed under the following conditions:

   i. Authorized withdrawal, addition, or change of subject shall be done within two (2) weeks from the beginning of classes.

   ii. The withdrawal must be confirmed and approved by the College Dean and must be submitted to the School Registrar before processing for any refund (refer to Payment of Tuition and Other Fees Item No. 10).

2. Any withdrawal made two (2) weeks after the official opening of classes will be subject to appropriate terms (refer to Payment of Tuition and Other Fees Item No. 10).

D. PAYMENT OF TUITION AND OTHER FEES

a. All students are expected to enroll on a full-time basis, depending on the maximum number of units required per program for every semester.

b. All payments of tuition and other fees shall be made through the School's Business Office.

c. It is the student's responsibility to know the prescribed fees, scholarship grants, and payment policies of HCCCI. Information on tuition and other fees, as well as deadlines for payments, are posted on the administrative bulletin boards, and on the official HCCCI website before and during the enrollment.

d. Institutional Discounts:
    1. Academic
    2. Family Discount
    3. Board of Trustees (BOT) Discount

e. Full payment upon enrollment entitles a student to a 5% discount on the tuition fee.

f. Students may avail only one school discount

g. For installment payment schemes, the following regulations shall apply:
    1. 20% of the assessed fee shall be paid upon enrollment;
    2. 30% of the assessed fee shall be paid before the preliminary examinations;
    3. 30% of the assessed fee shall be paid before the middle term examinations; and;
    4. 20% of the assessed fee shall be paid before the final term examinations.

h. The balance shall be paid on or before the deadline set by the Business Office.

i. Students who are unable to pay their dues during prelim and midterm must submit a written promissory note, duly approved by an authorized representative of the Business Office.

j. For students with approved promissory notes, students will be allowed to enroll for the succeeding semester provided that all accounts are settled on the promised date.

k. The deadline for payment of tuition and fees is posted on the school calendar every semester.

l. A student who has not paid the minimum payment requirement on the predetermined deadline will not be given an examination permit.

m. A student who officially drops from a program before the official start of classes shall be charged five hundred pesos (₱ 500.00) only.