UNIVERSITY OF MANAGEMENT AND TECHNOLOGY
OFFICE OF THE REGISTRAR
PARTICIPANT REQUEST FORM FOR FEE EXTENSION AND INSTALLMENTS

UMT I.D. No.: | | | _ | | | | _ | | | | _ | | | | **Date:** _____

Name: _____ **Father's Name:** _____

Program: _____ **Semester:** ❑ **Spring** ❑ **Summer** ❑ **Fall**

Email: _____ **Contact No.:** _____

PLEASE TICK ONE:

❑ Late Fee Submission ❑ Due Date Extension ❑ Fee Installments

STATE YOUR REASON *(please attach documentary proof):*

NOTE:

Minimum processing time for the approval of request is 24 hours (during working days).

- The Request might get delayed if status of a student is not clear in the records.
- No application is accepted without documentary proof.
- No application will be entertained after the due date i.e. 10th day of September, December, March and June of each year.

Account status by Account office:	

Participants' Signature: _____ Advisor name & signature with stamp: _____

FOR OFFICIAL USE ONLY

Comments	Name	Date	Initials