



COMMISSION ON HIGHER EDUCATION
OFFICE OF THE PRESIDENT OF THE PHILIPPINES

April 17, 1995

C H E D Order
No. 12, s. 1995

GUIDELINES ON TUITION AND OTHER SCHOOL FEES IN
PRIVATE INSTITUTIONS OF HIGHER LEARNING
FOR SCHOOL YEAR 1995 - 1996

To : Executive Directors
Directors Higher Education Regional Office (CHED-HERO)
Heads of Private Schools, Colleges
and Universities

1. Purpose. Pursuant to section 42 of Batas Pambansa 232 otherwise known as the Education Act of 1982, which states that each private schools shall determine its rate of tuition fees or charges, the following guidelines covering tuition and/or other school fees in the tertiary level are hereby promulgated for school year 1995-1996.

1.1 School Fees For Tertiary Schools. Each tertiary school, college or university, shall determine its own rate of tuition fees, subject to the following conditions contained in Section 2.2 below.

2. Documentation Required. All private institutions of higher learning increasing their tuition fees for the school year 1995-1996, shall submit not later than June 15 of every school year the following documents for purposes of compliance with this Order.

2.1 Letter of advice to the appropriate Higher Education Regional Office (HERO) signed by the school head, indicating among others, the school's intention to comply with the provisions of R.A. No. 6720, otherwise known as the "Government Assistance To Students And Teachers In Private Education Act", for the incoming SY 1995 - 1996, where applicable;

2.2 A certification under oath signed by the school head that the following requirements of R.A. 6728 will be complied with, namely, that:

- (a) Appropriate consultations which, for our purpose, shall mean conferences conducted by the school administration with student governments or councils, alumni and faculty associations;
- (b) Seventy percent (70%) of the tuition fee increase in SY 1994 - 95 will be used for payment of salaries, wages, allowances, and other benefits of teaching and non-teaching personnel except administrators who are principal stockholders of the school, including such increases as may have been provided for in the Collective Bargaining Agreements (CBA) existing or in force at the time when R.A. 6728 was approved and made effective; and that
- (c) At least twenty percent (20%) will be expended for to the improvement or modernization of buildings, equipment, libraries, laboratories, gymnasias and similar facilities and to the payment of other costs of operation.

2.3 Schedule of tuition and other school fees for SY 1994-95 together with the corresponding proposed school fees for SY 1995-96, indicating the increases in both peso and percentage terms.

3. Procedures For Consultation. The following clarifications shall be made on the consultation process;

- a. Consultations should be held whenever possible before the beginning of enrollment or in any case before the opening of classes. At least two(2) weeks, notice of consultations shall be sent to parties involved and conspicuously posted on the school bulletin boards.

- b. The certification under oath under Section 2.2 (a) of this *Order* shall include information on the conduct and result of such consultations, including any formal objections raised by the student government or the faculty association. Such formal objections if made, including counter-proposals where offered, should form part of the information required in the certification.
- c. Where such formal objections occur, the school shall immediately seek arbitration from the alumni association, except where both the school and the protester have agreed to another arbitrator. Preferably, the differences should have been resolved before the deadline for filing the certification by June 15, 1995, and reported accordingly together with copy of the decision of the arbitrator.
- d. Should the dispute remain unresolved till the deadline, the school shall be required to deposit in escrow those proceeds of the tuition fee increases affected by the dispute. In any event, such unresolved cases should have been resolved by June 30, 1995.
- e. Audited financial statements shall be made available to the authorized representative of the concerned organization during the consultation process.

4. Effectivity. This order shall take effect immediately. Any existing order/memoranda or any section, sub-section or clause therein, which are inconsistent with these Guidelines, are deemed repealed or amended accordingly.


RICARDO T. GLORIA
CHAIRMAN