



# MABALACAT CITY COLLEGE

## OFFICE OF THE COLLEGE REGISTRAR

### PETITION LETTER FOR SPECIAL/TUTORIAL CLASS

Date: \_\_\_\_\_

\_\_\_\_\_  
Dean, Institute of \_\_\_\_\_

Sir/Madam:

I, the undersigned, humbly request your kind consideration in allowing me to take tutorial classes in the following subject/s this (Semester): \_\_\_\_\_, (Academic Year): \_\_\_\_\_.

Course Code	Descriptive Title	Units	Remarks

Rest assured that I shall render the best effort and complete the required number of hours.

Respectfully yours,

\_\_\_\_\_  
Student's signature over printed name

Student ID No.: \_\_\_\_\_

Contact No.: \_\_\_\_\_

**ATTACHMENTS**

1. Letter of Request for Special Class
2. Recommendation letter
3. Faculty Loadings
4. Transmittal letter from the Institute

**Recommending Approval:****Noted:**\_\_\_\_\_  
Dean of Institute\_\_\_\_\_  
College Registrar

#### ASSESSMENT AND PAYMENT OF SPECIAL/TUTORIAL FEES

Course Code	No. of Enrolled Students	Instructor	Amount Assessed	Amount Paid	Date Paid	OR No./Payment Received by	Balance

**Approved:**\_\_\_\_\_  
Vice President for Academic Affairs

**IMPORTANT:** Accomplish this form in Quadruplicate (1 copy for the Registrar, 1 copy for the Institute, 1 copy for the instructor, and 1 copy for the student's file).