



Reg. Control No. \_\_\_\_\_

**PROMISSORY NOTE**

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

**To whom it may concern,**

This is to express in writing my inability to pay on time the amount due for my tuition fees amounting to P\_\_\_\_\_. I promise to pay said amount on or before\_\_\_\_\_.

Furthermore, I am fully aware that subsequent Promissory Notes shall not be accepted without settling my current due amount.

I hereby affix my signature to this agreement.

Done this\_\_\_\_\_Day of\_\_\_\_\_20\_\_\_\_\_.

Conforme:  
\_\_\_\_\_  
Signature of Student Over Printed Name  
Year/Section: \_\_\_\_\_

Parent / Guardian:  
\_\_\_\_\_  
Signature Over Printed Name

Approved by:  
  
**Ms. Dulce Ruelo**  
Accounting Department

Noted by:  
  
**Teresa Gaid**  
Accounting Department

Encoded by:  
  
\_\_\_\_\_  
Accounting Department

*(Accounting Copy)*

*(Note: A penalty of P500.00 will be charged for non-compliance of the-above promissory payment date.)*



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Year/Section: \_\_\_\_\_

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\_\_\_\_\_  
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Approved by:  
  
**Ms. Dulce Ruelo**  
Accounting Department

Noted by:  
  
**Ms. Teresa Gaid**  
Accounting Department

Encoded by:  
  
\_\_\_\_\_  
Accounting Department

*(Student's Copy)*

*(Note: A penalty of P500.00 will be charged for non-compliance of the-above promissory payment date.)*

