



# PROMISSORY NOTE

## INSTRUCTIONS (Please read carefully.)

1. *Please note that you must have paid your previous balances for your PN application to be approved. If you are unable to do so, your PN application is automatically disapproved. It is therefore understood that there is no need for the Accounting Office to provide you with disapproval notice.*
2. Write legibly. Unreadable applications will **not** be processed by the Accounting Office.
3. Fill out **all** the blanks and sign the application. Incomplete and unsigned applications will **not** be processed by the Accounting Office.

## To Be Filled Out by the Applicant

### The Accounting

FEU – EAST ASIA COLLEGE

Manila

I promise to pay the required amount of P\_\_\_\_\_ (for course \_\_\_\_\_, year level \_\_\_\_\_) on or before \_\_\_\_\_.

Term: 1 2 3    DP - Downpayment  
 SY: \_\_\_\_\_    MT - Midterm  
                   F - Finals

\_\_\_\_\_  
**Name of Student (Sign above your name)**  
**Student No.:** \_\_\_\_\_  
 CS Program \_\_\_\_\_  
 Eng'g. Program \_\_\_\_\_  
 Date: \_\_\_\_\_

## To Be Filled Out by the Accounting Office

### Outstanding Balance

Previous: P \_\_\_\_\_  
 Current : P \_\_\_\_\_  
 TOTAL: P \_\_\_\_\_

Retention Status \_\_\_\_\_  
 Previous PN Complied?  Yes  No

Scholarship \_\_\_\_\_  
 Verified by \_\_\_\_\_  
 Date \_\_\_\_\_

with payment  
 P \_\_\_\_\_

### Approved by:

PN No. \_\_\_\_\_  
 PDC No. \_\_\_\_\_

\_\_\_\_\_  
 Accountant / Accounting Director  
 Date: \_\_\_\_\_