



Republic of the Philippines
Supreme Court
Manila

Office of the Bar Confidant

NOTICE TO THE 2023 BAR APPLICANTS

Re: REFUND MECHANICS FOR THE 2023 BAR APPLICATION FEE

Pursuant to Bar Bulletin No. 2, Series of 2023,¹ the 2023 Bar Application Fee of Php 12,800.00, once paid, is **non-refundable**. Requests for refund due to “change of mind” and other similar unmeritorious reasons shall not be entertained.

However, in *exceptional* cases, an applicant may submit a request for refund through the “Payment - Refund Request” section of the OBC’s 2023 Helpdesk Form² and upon submission of all the corresponding documentary requirements within the prescribed deadline, depending on the ground for refund.

Please see below the allowable grounds for refund of the 2023 Bar Application Fee and their corresponding requirements and deadlines:

Ground for Refund	Requirements	Period for Compliance
Double or erroneous payments of the 2023 Bar Application Fee ³	The following supporting documents must be compiled <u>into one PDF file</u> and uploaded along with the request sent <i>via</i> OBC Helpdesk: 1. <i>Signed</i> Letter-Request for refund of the 2023 Bar Application Fee, indicating the following: a. Registered name in BARISTA; ⁴ b. Bar Examinee Number;	On or before <u>July 18, 2023</u>

¹ For ease of reference, the full site address of Bar Bulletin No. 2, Series of 2023 is <https://sc.judiciary.gov.ph/files/bar-2023/%5BDec-15%5D-BB-2-2023.pdf>.

² For ease of reference, the full site address of the OBC’s Helpdesk Form is <https://bit.ly/2023BarExamsHelpdesk>.

³ This ground for refund shall apply to applicants who paid in excess of the prescribed fee or made erroneous double payments. See also 2023 Bar Examinations Frequently-Asked Questions (FAQs), pp. 36-37, accessible at tinyurl.com/2023BarExamsFAQs.

⁴ Bar Applicant Registration, Information System and Tech Assistance.

	<p>c. Details of the bank account where the amount to be refunded will be deposited:</p> <ol style="list-style-type: none"> i. Bank name, preferably Landbank,⁵ ii. Branch name, iii. Account name, and iv. Account number; and <p>d. Six-digit <i>InstaPay</i> or <i>BancNet</i> reference number, if paid through other banks;</p> <p>2. Erroneous payment email from Unionbank;</p> <p>3. Successful payment email from Unionbank; and</p> <p>4. Electronic Official Receipt (e-OR) issued by the Supreme Court and generated in BARISTA.</p>									
<p>Failure of <u>New Applicants</u> to successfully complete their law degrees⁶ after payment of the 2023 Bar Application Fee</p>	<p>The following supporting documents must be compiled into <u>one PDF file</u> and uploaded along with the request sent <i>via</i> OBC Helpdesk:</p> <ol style="list-style-type: none"> 1. <i>Notarized</i> Affidavit of withdrawal of Bar application and request for refund of the 2023 Bar Application Fee, addressed to the Office of the 2023 Bar Chair, indicating the following: <ol style="list-style-type: none"> a. Registered name in BARISTA; b. Bar Examinee Number; c. Details of the bank account where the amount to be refunded will be deposited: <ol style="list-style-type: none"> i. Bank name, preferably Landbank],⁷ ii. Branch name, 	<p>Covered applicants shall be entitled to the following amounts corresponding to their date of submission of complete documents:</p> <table border="1" data-bbox="1068 1298 1419 1759"> <thead> <tr> <th>Filing Date</th> <th>Percentage of Refund</th> </tr> </thead> <tbody> <tr> <td>On or before July 18, 2023⁸</td> <td>100%</td> </tr> <tr> <td>From July 19, 2023 to September 23, 2023</td> <td>50%⁹</td> </tr> <tr> <td>On or after September 24, 2023</td> <td>20%¹⁰</td> </tr> </tbody> </table>	Filing Date	Percentage of Refund	On or before July 18, 2023 ⁸	100%	From July 19, 2023 to September 23, 2023	50% ⁹	On or after September 24, 2023	20% ¹⁰
Filing Date	Percentage of Refund									
On or before July 18, 2023 ⁸	100%									
From July 19, 2023 to September 23, 2023	50% ⁹									
On or after September 24, 2023	20% ¹⁰									

⁵ Landbank account holders will receive the amount to be refunded through direct deposit to their provided accounts. Non-Landbank account holders will be issued checks, which they may pick-up from the OBC, subject to further arrangements.

⁶ See also 2023 Bar Examinations Frequently-Asked Questions (FAQs), pp. 36-37, accessible at tinyurl.com/2023BarExamsFAQs.

⁷ Landbank account holders will receive the amount to be refunded through direct deposit to their provided accounts. Non-Landbank account holders will be issued checks, which they may pick-up from the OBC, subject to further arrangements.

⁸ To ensure that Randomized Queuing Number for Venue Selection will only be given to those who are allowed to take the 2023 Bar Examinations.

⁹ To factor in costs of verification and processing by the OBC, software licensing, and venue rentals for local testing centers.

¹⁰ To factor in all other costs of processing by the OBC, software licensing, personnel allowances, and venue rentals for local testing centers.

	<ul style="list-style-type: none"> iii. Account name, and iv. Account number; <ul style="list-style-type: none"> 2. Proof of payment of the 2023 Bar Application Fee (<i>i.e.</i>, e-OR from BARISTA); and 3. Official school document(s) indicating failure to complete the law degree (<i>e.g.</i>, printout of the applicant's grades generated from his or her student account or other similar official communication from the law school). <p>In view of strict audit requirements, the official school document(s) indicating failure to complete the law degree must be a direct printout or an equivalent readable output that clearly reflects the required information and accurately identifies its official source (<i>e.g.</i>, with manifestly visible URL of the official school website, header showing official school name logo, etc.).</p>	
<p>Other highly meritorious reasons</p>	<p>The following supporting documents must be compiled into <u>one PDF file</u> and uploaded along with the request sent <i>via</i> OBC Helpdesk:</p> <ul style="list-style-type: none"> 1. <i>Notarized</i> Affidavit of withdrawal of Bar application and request for refund of the 2023 Bar Application Fee, addressed to the Office of the 2023 Bar Chair, indicating the following: <ul style="list-style-type: none"> a. Registered name in BARISTA; b. Bar Examinee Number; c. Details of the bank account where the amount to be refunded will be deposited: <ul style="list-style-type: none"> i. Bank name, preferably Landbank],¹¹ ii. Branch name, iii. Account name, and iv. Account number; 2. Proof of payment of the 2023 Bar Application Fee (<i>i.e.</i>, e-OR from BARISTA); and 	<p>On or before <u>August 31, 2023</u></p>

¹¹ Landbank account holders will receive the amount to be refunded through direct deposit to their provided accounts. Non-Landbank account holders will be issued checks, which they may pick-up from the OBC, subject to further arrangements.

	<p>3. Documentary proof (e.g., medical certificate, etc.) to adequately substantiate the applicant’s highly meritorious reason (not limited to medical issues).</p> <p>The sufficiency of the “highly meritorious reason” alleged by the applicant, the evaluation of the application for refund under this ground, and the amount that may be refunded to the applicant if so granted shall be subject to the discretion and determination of the Office of the 2023 Bar Chair.</p>	
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Only applicants covered by the grounds enumerated above and who shall lodge their completely-documented requests for refund within the prescribed deadlines shall be entitled to apply for a refund of their previously paid 2023 Bar Application Fee. Requests for refund filed with incomplete documents or beyond their respective deadlines shall not be processed.

The *notarized* Affidavit of withdrawal of Bar application and request for refund of the 2023 Bar Application Fee filed under the second and third grounds for refund, once acknowledged as received by the OBC, **shall deem the application irrevocably withdrawn**. Withdrawing applicants are presumed to have understood and to have been fully informed of the implications and repercussions of their actions and shall be bound thereby. The withdrawal of application, however, shall not constitute an automatic approval of the request for refund.


Please be advised that this Notice applies only to claims for refund of the 2023 Bar Application Fees and does not cover or address requests for refund of application fees paid for the previous years of Bar Examinations.

For your information and guidance.

June 15, 2023.


AMOR P. ENTILA
Officer-In-Charge

Approved by:


HON. RAMON PAUL L. HERNANDO
Chair, 2023 Bar Examinations