



Republic of the Philippines  
Supreme Court  
Manila

*Office of the Bar Confidant*

**NOTICE to the 2024 Shari'ah Bar Applicants**

**REFUND MECHANICS FOR THE  
2024 SHARI'AH BAR APPLICATION FEE**

Pursuant to Bar Bulletin No. 3, Series of 2024,<sup>1</sup> the 2024 *Shari'ah* Bar Application Fee, 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 2024 Helpdesk Form<sup>2</sup> and upon submission of all the corresponding documentary requirements within the prescribed deadline, depending on the ground for refund.

The allowable grounds for refund of the *Shari'ah* Bar Application Fee and their corresponding requirements and deadlines are as follows:

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<sup>1</sup> For ease of reference, the full site address of Bar Bulletin No. 3, Series of 2024 is <https://sc.judiciary.gov.ph/wp-content/uploads/2024/01/Shariah-Bar-Bulletin-No.-3.pdf>.

<sup>2</sup> For ease of reference, the full site address of the Helpdesk is <https://bit.ly/2024ShariahBarExamsHelpdesk>.

Ground for Refund	Requirements	Period for Compliance
<p><b>Double or erroneous payments of the 2024 Shari'ah Bar Application Fee<sup>3</sup></b></p>	<p>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:</p> <ol style="list-style-type: none"> <li>1. <i>Signed</i> Letter-Request for refund of the 2024 <i>Shari'ah</i> Bar Application Fee, indicating the following: <ol style="list-style-type: none"> <li>a. Registered name in BARISTA;<sup>4</sup></li> <li>b. Bar Examinee Number;</li> <li>c. Details of the bank account where the amount to be refunded will be deposited: <ol style="list-style-type: none"> <li>i. Bank name, preferably Landbank,<sup>5</sup></li> <li>ii. Branch name,</li> <li>iii. Account name, and</li> <li>iv. Account number</li> </ol> </li> </ol> </li> <li>2. Erroneous payment email from Landbank;</li> <li>3. Successful payment email from Landbank; and</li> <li>4. Electronic Official Receipt (e-OR) issued by the Supreme Court and generated in BARISTA.</li> </ol>	<p>On or before <b><u>May 20, 2024</u></b></p>

<sup>3</sup> For ease of reference, the full site address of the Helpdesk is <https://bit.ly/2024ShariahBarExamsHelpdesk>.

<sup>4</sup> Bar Applicant Registration, Information System and Tech Assistance.

<sup>5</sup> 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><b>Those who discontinued their application or those who failed to take the Mandatory Sample Examination</b></p>	<p>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:</p> <ol style="list-style-type: none"> <li>1. <i>Signed</i> Letter-Request for refund of the 2024 <i>Shari'ah</i> Bar Application Fee, indicating the following: <ol style="list-style-type: none"> <li>a. Registered name in BARISTA;</li> <li>b. Bar Examinee Number;</li> <li>c. Details of the bank account where the amount to be refunded will be deposited: <ol style="list-style-type: none"> <li>i. Bank name, preferably Landbank,<sup>6</sup></li> <li>ii. Branch name,</li> <li>iii. Account name, and</li> <li>iv. Account number</li> </ol> </li> </ol> </li> <li>2. Electronic Official Receipt (e-OR) issued by the Supreme Court and generated in BARISTA.</li> </ol>	<p>On or before <b><u>May 15, 2024</u></b></p> <p>Covered applicants shall be entitled to 75% refund.</p>
<p><b>Other highly meritorious reasons</b></p>	<p>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:</p> <ol style="list-style-type: none"> <li>1. <i>Notarized</i> Affidavit of Withdrawal of Bar Application and request for refund of the 2024 <i>Shari'ah</i> Bar Application Fee, indicating the following: <ol style="list-style-type: none"> <li>a. Registered name in BARISTA;</li> <li>b. Bar Examinee Number;</li> <li>c. Details of the bank account where the amount to be refunded will be deposited:</li> </ol> </li> </ol>	<p>On or before <b><u>May 20, 2024</u></b></p>

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<sup>6</sup>

*Id.*

	<ol style="list-style-type: none"> <li>i. Bank name, preferably Landbank,<sup>7</sup></li> <li>ii. Branch name,</li> <li>iii. Account name, and</li> <li>iv. Account number;</li> </ol> <ol style="list-style-type: none"> <li>3. Electronic Official Receipt (e-OR) issued by the Supreme Court and generated in BARISTA; and</li> <li>4. Documentary proof (<i>e.g.</i>, medical certificate, etc.) to adequately substantiate the applicant's highly meritorious reason (not limited to medical issues).</li> </ol> <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 2024 <i>Shari'ah</i> Bar Chair.</p>	
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Only applicants covered by the grounds enumerated above and who shall lodge their duly substantiated requests for refund within the prescribed deadline shall be entitled to apply for a refund of their previously paid 2024 *Shari'ah* Bar Application Fee. Requests for refund filed with incomplete documents or beyond the deadline shall not be processed.

The *notarized* Affidavit of Withdrawal of Bar Application and Request for Refund of the 2024 *Shari'ah* Bar Application Fee filed under the second ground for refund, once acknowledged as received by the OBC, **shall cause the application to be deemed withdrawn**. Withdrawing applicants are presumed to have understood and to have been fully informed of the

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<sup>7</sup> *Id.*

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 2024 *Shari'ah* 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.

May 9, 2024.

  
**AMOR P. ENTILA**  
*Officer-In-Charge*

Approved by:

  
**MARIA FILOMENA D. SINGH**  
*Chairperson, 2024 Shari'ah Bar Examinations*