



Republic of the Philippines
Supreme Court
Manila

Office of the Bar Confidant

NOTICE TO THE 2024 PHILIPPINE BAR APPLICANTS

Re: REFUND MECHANICS FOR THE 2024 PHILIPPINE BAR APPLICATION FEE

A request for refund of the 2024 Philippine Bar Application Fee will only be granted based on the grounds specified in Bar Bulletin No. 2¹ and other exceptional grounds. The request must be submitted on or before **September 6, 2024**, through the “Payment – Refund Request” section of the 2024 Office of the Bar Confidant (OBC) Helpdesk Form. Requests due to “change of mind” or unmeritorious reasons will not be considered. All pertinent requirements must be met for each ground, as follows:

| Ground for Refund | Requirements | Amount of Refund |
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| 1) Double or erroneous payments of the 2024 Philippine Bar Application Fee ² | The following supporting documents must be compiled in one PDF file and uploaded along with the refund request sent <i>via</i> OBC Helpdesk: 1. Signed Letter-Request for a refund of the 2024 Philippine Bar Application Fee, indicating the following: a. Registered name in the BARISTA; ³ b. Bar Examinee Number; | Equal to the amount erroneously paid by the applicant |

¹ Bar Bulletin No. 2, Series of 2024 may be accessed at <https://sc.judiciary.gov.ph/wp-content/uploads/2024/01/Bar-Bulletin-No-2-S-2024.pdf>.

² This ground for refund shall apply to applicants who paid in excess of the prescribed fee or made erroneous double payments. See also 2024 Bar Examinations Frequently-Asked Questions (FAQs), pp. 34-36 accessible at <https://bit.ly/2024BarExamsFAQs>.

³ Bar Applicant Registration, Information System and Tech Assistance.

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| | <p>c. Details of the bank account where the refund amount will be deposited:</p> <ol style="list-style-type: none"> i. Bank name, preferably Landbank;⁴ ii. Branch name; iii. Account name; 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. Proof of erroneous/first payment (<i>i.e.</i>, confirmation email from the bank);</p> <p>3. Proof of successful/second payment (<i>i.e.</i>, confirmation email from the bank); and</p> <p>4. Electronic Official Receipt (e-OR) issued by the Supreme Court and generated in the BARISTA.</p> | | |
| <p>2) Failure of New Applicants to complete their law degrees⁵ after the payment of the 2024 Philippine Bar Application Fee⁶</p> | <p>The following supporting documents must be compiled in one PDF file and uploaded along with the refund 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 <i>Signed</i> Letter-Request for refund of the 2024 Philippine Bar Application Fee, addressed to the Office of the 2024 Bar Chairperson, stating the following: | <p>If the applicant did NOT download the Supreme Court Registered Exemplify Software</p> | <p>If the applicant downloaded the Supreme Court Registered Exemplify Software</p> |
| | | <p>90 % of the full amount of the Bar Application Fee</p> | <p>50 % of the full amount of the Bar Application Fee</p> |

⁴ Landbank account holders will receive the refund 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.

⁵ See also 2024 Bar Examinations Frequently Asked Questions (FAQs), pp. 34-36 accessible at <https://bit.ly/2024BarExamsFAQs>.

⁶ As mentioned in Bar Bulletin No. 2, Series of 2024.

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| | <ol style="list-style-type: none"> a. Registered name in the BARISTA; b. Bar Examinee Number; c. Details of the bank account where the refund will be deposited: <ol style="list-style-type: none"> i. Bank name, preferably Landbank;⁷ ii. Branch name; iii. Account name; and iv. Account number. <ol style="list-style-type: none"> 2. Electronic Official Receipt (e-OR) issued by the Supreme Court and generated in the BARISTA; and 3. Certification issued by the law school Dean or his/her authorized representative stating that the applicant has failed to complete the law degree. | | |
| 3) Refreshers⁸ who failed to complete their refresher course and/or take their pre-bar review course after payment of the 2024 Philippine Bar Application Fee | <p>The following supporting documents must be compiled in one PDF file and uploaded along with the refund 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 <i>Signed</i> Letter-Request for refund of the 2024 Philippine Bar Application Fee, addressed to the Office of the 2024 Bar Chairperson, indicating the following: | If the applicant did NOT download the Supreme Court Registered Exemplify Software | If the applicant downloaded the Supreme Court Registered Exemplify Software |
| | | 90 % of the full amount of the Bar Application Fee | 50 % of the full amount of the Bar Application Fee |

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 Those who will take the Bar Examinations for the fourth time or more.

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| | <p>a. Registered name in the BARISTA;</p> <p>b. Bar Examinee Number;</p> <p>c. Details of the bank account where the amount to be refunded will be deposited:</p> <ul style="list-style-type: none"> i. Bank name, preferably Landbank;⁹ ii. Branch name; iii. Account name; and iv. Account number. <p>2. Electronic Official Receipt (e-OR) issued by the Supreme Court and generated in the BARISTA; and</p> <p>3. <i>For refresher applicants who failed to complete their refresher course:</i> Official school document(s) indicating failure to complete the refresher course (e.g., a printout of the refresher applicant’s grades generated from his or her student account or other similar official communication from the law school where the refresher course was taken)</p> <p>4. <i>For refresher applicants who completed their refresher course <u>but failed to complete or take their Pre-Bar Review Course for the 2024 Philippine Bar Examination:</u></i> Notarized Affidavit stating that the applicant failed to complete or take the Pre-Bar Review for the 2024 Philippine Bar Examinations and the reasons for non-compliance or non-completion.</p> <p>Given the strict audit requirements, the official school document(s)</p> | | |
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⁹ Landbank account holders will receive the refund 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.

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| | <p>indicating failure to complete the refresher course 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 and/or logo, etc.)</p> | | |
| <p>4) Other highly meritorious reasons</p> | <p>The following supporting documents must be compiled in one PDF file and uploaded along with the refund 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 <i>Signed</i> Letter-Request for refund of the 2024 Philippine Bar Application Fee, addressed to the Office of the 2024 Bar Chairperson, indicating the following: <ol style="list-style-type: none"> d. Registered name in the BARISTA; e. Bar Examinee Number; f. Details of the bank account where the amount to be refunded will be deposited: <ol style="list-style-type: none"> v. Bank name, preferably Landbank;¹⁰ vi. Branch name; vii. Account name; and viii. Account number. 2. Electronic Official Receipt (e-OR) issued by the Supreme Court and generated in the BARISTA; and 3. Documentary proof (<i>e.g.</i>, medical certificate, etc.) to | <p>Subject to the determination of the Office of the 2024 Bar Chairperson</p> | |

¹⁰ 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.


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| | <p>amply 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 granted shall be at the discretion of the Office of the 2024 Bar Chairperson.</p> | |
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To be eligible for a refund, the applicants must satisfy the above criteria, submit their requests, and complete the documentation within the specified deadline. The *Notarized Affidavit of Withdrawal of Bar Application* and *Signed Letter-Request for Refund of the 2024 Philippine Bar Application Fee*, submitted under the second, third, and fourth grounds for refund, will result in the application being considered **irrevocably withdrawn** once it is acknowledged as received by the OBC. Applicants who withdrew are presumed to have understood the implications of their actions and shall be bound by them. However, withdrawal of the application does not guarantee an automatic grant of the refund request.

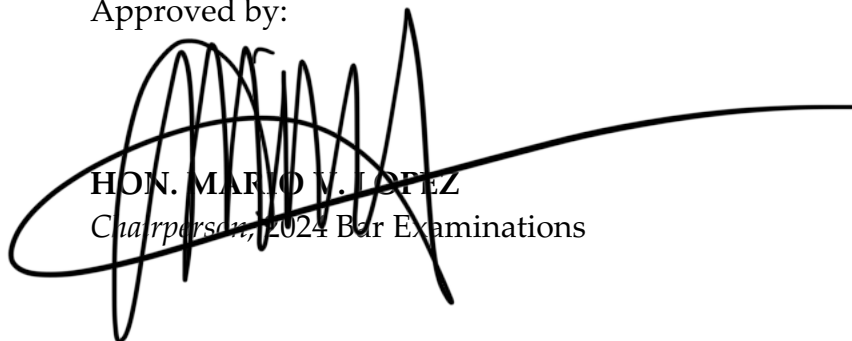
Please note that this notice pertains exclusively to claims for refunds of the 2024 Philippine Bar Application Fees and does not address refund requests for application fees paid for Bar Examinations in previous years.

For your information and guidance.

July 31, 2024.


AMOR P. ENTILA
Officer-In-Charge

Approved by:


HON. MARIO V. LOPEZ
Chairperson, 2024 Bar Examinations