

APEC FLEX ONLINE ADMISSIONS CHECKLIST

Name of Student	
Grade Applying For	<input type="checkbox"/> Grade 7 <input type="checkbox"/> Grade 8
Learning Program	<input type="checkbox"/> APEC AGILE <input checked="" type="checkbox"/> APEC FLEX

Secure an APEC Schools' Student ID: _____
 Through the online registration panel: www.enroll.apecschools.edu.ph
 Note: For Grade 8 re-enrollees who prefers to transfer to APEC FLEX, please coordinate with your School Head.

Provide the Student's LRN: _____

To enroll for the APEC Flex Program, choose between the payment terms below and pay via the APEC Payment channels:

	FULL PAYMENT		SEMI-ANNUAL PAYMENT	
	JHS		JHS	
	GRADE 7	GRADE 8	GRADE 7	GRADE 8
Tuition Fee	40,000.00	40,000.00	34,000.00	34,000.00
Misc & Other Fees	10,000.00	10,000.00	10,000.00	10,000.00
Sub Total	50,000.00	50,000.00	50,000.00	50,000.00
<i>Pioneer Discount</i>	<i>-20,000.00</i>	<i>-20,000.00</i>	<i>-18,000.00</i>	<i>-18,000.00</i>
GRAND TOTAL	30,000.00	30,000.00	Grand Total	32,000.00

*Admission Fee paid is deductible from the Total fees.

* Step-by-step process of APEC Payment, refer to this link: <http://enroll.apecschools.edu.ph/docs/howtopay.pdf>

Call our Admissions hotline at 7720-2620 or 0917-9567621.

Submit these **4 Critical Requirements** via flex.admissions@apecschools.edu.ph email address.
 Important: Original copies are required to be submitted only if the government restrictions are lifted.

1. PSA Birth Certificate (or NSO)
2. Form 138 (Report Card)
3. Proof of Admission Fee Payment
4. Enrollment Policy Agreement (*please sign and send*)

The following will be required to be submitted to follow on or before the start of classes.
 Please download and prepare them for submission.

- Parent Social Contract
- Good Moral Certificate (from previous school)
- 2 pcs of 1x1 ID Picture (White background)
- Other requirements, if applicable (e.g. ESC certificate, QVR certificate, ALS certificate, Learner Reference Number, PEPT certificate, etc.)

Admission Slip will be sent via email upon submission of the 4 critical requirements.
 (Payment of the Tuition Fee refer to table above on the payment terms available for you).

TO BE FILLED UP BY APEC SCHOOLS	
Learning Program	APEC FLEX
Grade applying for	
Date Received	

STUDENT INFORMATION			
APEC Student ID:		LRN:	
Last Name:		Middle Name:	1x1 Picture with white background
First Name:		Citizenship:	
Birthdate (MM/DD/YY)		Religion (optional):	
Gender:		Last grade completed:	
Cellphone number:		Email:	
Address:	House #/ Street/ Sitio		
	Barangay	Municipality/ City	Province
Siblings studying in APEC Schools (APEC AGILE / APEC FLEX)	Name of Sibling	Grade	APEC Schools Branch / Program
	Name of Sibling	Grade	APEC Schools Branch / Program

PREVIOUS EDUCATION			
Elementary School:		<input type="checkbox"/> Public <input type="checkbox"/> Private	Contact Number:
Address:			Year graduated:
<i>for transferees</i>			
High School:		<input type="checkbox"/> Public <input type="checkbox"/> Private	Contact Number:
Address:			Reason for transferring:

PARENT / GUARDIAN INFORMATION					
<input type="checkbox"/> FATHER or <input type="checkbox"/> GUARDIAN			<input type="checkbox"/> MOTHER'S MAIDEN NAME		
Last Name	First Name	Middle Name	Last Name	First Name	Middle Name
Citizenship:		Age:	Citizenship:		Age:
Cellphone Number(s)			Cellphone Number(s):		
Home Phone Number:			Home Phone Number:		
Email:			Email:		
Home address:			Home address:		
Current occupation:			Current occupation:		
Company Name:			Company Name:		
Work Address:			Work Address:		
Work Phone Number:			Work Phone Number:		

Who will the student live with while attending the homeschool program? Please check all applicable.

Father Only Mother Only Both Father and Mother Guardian (indicate relationship): _____

Others in the household (indicate all, for example: 1 sibling, 1 grandparent, 1 aunt, 2 cousins): _____

PRIMARY LEARNING ADVISOR (LA)			
Who will be the student's LEARNING ADVISOR (LA) while attending the homeschool program? Please check all applicable.			
<input type="checkbox"/> Father Only <input type="checkbox"/> Mother Only <input type="checkbox"/> Both Father and Mother <input type="checkbox"/> Guardian / Tutor (indicate relationship): _____			
Guardian or Tutor Information			
Last Name:		First Name	
Middle Name			
Cellphone number:		Email:	

SIBLING INFORMATION			
1.	Full name	Age	School Name
2.			
3.			
4.			

EXTRA-CURRICULAR ACTIVITIES (E.G., MUSIC, ARTS, SPORTS)

RECENT AWARDS / HONORS (ACADEMIC AND/OR NON-ACADEMIC)

BEHAVIORAL MATTERS AND DISCIPLINARY ISSUES - List down Previous misdemeanor / offenses / cases (if any) in the past 2 years.
If none, please confirm by checking the box below: <input type="checkbox"/> I attest that my child/ward does not have a pending and/or unresolved disciplinary case for any serious offenses in the past school year.

DISCOUNT AND SCHOLARSHIPS APPLICATION
Sibling Discount Ayala / Yuchengco Employee Discount APEC Employee Scholarship Others _____
<i>Submit the student discount application form and supporting documentation before classes starts to avail of the discount. Failure to do so will forfeit the application.</i>

Please check all:

- I hereby certify that the aforementioned information is true and correct. Any misinformation given shall serve as a ground for the nullification of this application for admission at APEC Schools.
- I agree to allow APEC Schools to use the information I have provided for school operations and marketing purposes.
- I agree to allow APEC Schools to submit the information above with the Department of Education in compliance with government regulations.
- I understand that data provided is subject to the Data Privacy Notice and Terms of Agreement of APEC Schools Inc which can be found in the Parent- Student Handbook.

Signature over Printed Name of Parent or Guardian

Date

Payments are only accepted at the following payment channels



Name of Student: _____

Name of Parent/Guardian: _____

Grade: _____

ENROLLMENT POLICIES

We, the parents/guardian and student/s duly acknowledge and recognize that upon signing of this Enrollment Policies Agreement, agree to comply with APEC Schools' expectations, requirements and policies as explicitly stated in the APEC Schools Parent-Student Handbook and other circulars and memoranda issued by the same institution; and that, if our child commits an offense as described in the aforementioned reference material, he/she shall be subjected to the corresponding disciplinary action.

We understand that a student's application will only be given due course when he/she satisfies all the qualifications and requirements and has none of the disqualification prescribed by the Department of Education, pertinent laws and rules promulgated by the school. Should any of the requirement is not satisfied, APEC Schools may refuse the admission.

ADMISSION REQUIREMENTS. As parents/guardians, we shall settle the tuition fee based on the chosen payment terms (Full Payment or Semi-Annual Payment) and submit complete admission requirements before the communicated due dates. Failure to comply would forfeit his or her enrollment, including the non-refunding of the Admission Fee. Likewise, should we withdraw our child's enrollment TWO (2) weeks after class opening, we will be charged in full for the entire school year, regardless of actual attendance and no refund shall be given.

PAYMENT OF TUITION FEE. We agree that the Tuition fee for APEC FLEX is due upon enrollment. Failure to pay the tuition fee on or before the cutoff date incurs a penalty of PhP150.00. The penalty is cumulative. A student with unpaid tuition fee shall be allowed to take the exam provided that the we as parents/guardians fill up and sign a Promissory Note to secure the EXAM PASS. We also understand that the School will not release the Progress Report and/or Report Card until our account is settled.

WITHOLDING OF CREDENTIALS. We understand and agree that, in the event of transfer out and drop out, our child's credentials which include, but not limited to, his/her Report Card, Certificate of Enrollment and Good Moral, may be withheld by APEC Schools until our child's documentary and financial requirements have been fully satisfied.

SUSPENSION/DISMISSAL. In the event our child has committed a grave offense, we understand and consent to APEC Schools' right to SUSPEND OR IMMEDIATE DISMISSAL upon notice issued by the School.

DATA PROTECTION POLICY. We agree that by enrolling as a student of APEC Schools, I am allowing it to collect, use and process my child's personal data where a legitimate educational purpose exists in its determination as enumerated in the Parent-Student's Handbook. Reference to this is Republic Act No. 10173 or the Data Privacy Act of 2012.

CONFORME: ENROLLMENT POLICY*Signing below signifies my understanding and agreement of the Enrollment Policies of APEC Schools.*

PARENTS SIGNATURE ABOVE PRINTED NAME	DATE SIGNED

PARENT / GUARDIAN SOCIAL CONTRACT

I _____, parent/guardian of _____,
a Grade _____ student of APEC Schools – FLEX Program, promise to support my child’s education and
the school.

The dedicated Learning Advisor is _____.

I will ...

1. Make sure my child is motivated and prepared for the online learning activity cycle and gives full attention to the student’s task cycle regularly.
2. Motivate my child to set goals and achieve it as much as possible;
3. Follow the school's core values to act as a role model for my child;
4. Guide my child to become a responsible member of our community;
5. Monitor my child’s online learning, including attending online consultations and touchpoints with the Course Coordinator and/or Subject Matter Expert;
6. Attend school meetings and activities as required;
7. Follow proper channels of communication and show refinement and respect in my dealings with all members of the School community;
8. Assure that I and my child will fully abide by all the provisions of our school’s Parent-Student Handbook;
9. Pay fees on time or be subject to withholding report cards, monetary penalties, and non-readmission the following school year;

I hereby sign this agreement and to commit to the ALL points listed above.

Parent/Guardian Signature over Printed Name

Date

Contact Number/s of Parent/Guardian

PERSONAL INFORMATION OF STUDENT			
Last Name:		First Name:	
APEC Student ID		Grade:	<input type="checkbox"/> G07 <input type="checkbox"/> G08 <input type="checkbox"/> G09 <input type="checkbox"/> G10 <input type="checkbox"/> G11 <input type="checkbox"/> G12

IMPORTANT: This application from and the supporting documents need to be submitted on or before **August 24** otherwise, the discount request is forfeited. Accomplish 1 form for each student.

<input type="checkbox"/> No Applicable Discount															
<input type="checkbox"/> Ayala Employee Discount <p style="text-align: center;">REQUIREMENT: ACCENTIVE BADGE Date Submitted_____</p>															
<input type="checkbox"/> Yuchengco Employee Discount <p style="text-align: center;">REQUIREMENT: Certificate of Employment Date Submitted_____</p>															
<input type="checkbox"/> Sibling Discount															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 35%;">Name of Sibling</th> <th rowspan="2" style="width: 10%;">Grade</th> <th rowspan="2" style="width: 25%;">APEC Branch Enrolled</th> <th colspan="2" style="width: 30%;">Birth Certificate / Proof of sibling relationship</th> </tr> <tr> <th style="width: 15%;">Submitted?</th> <th style="width: 15%;">Date Submitted</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> <td> </td> </tr> </tbody> </table>				Name of Sibling	Grade	APEC Branch Enrolled	Birth Certificate / Proof of sibling relationship		Submitted?	Date Submitted				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Sibling	Grade	APEC Branch Enrolled	Birth Certificate / Proof of sibling relationship												
			Submitted?	Date Submitted											
			<input type="checkbox"/> Yes <input type="checkbox"/> No												
<input type="checkbox"/> Scholarship															
<input type="checkbox"/> _____ Scholar Attach documentation/proof of scholarship.															
<input type="checkbox"/> APEC Employee Scholarship Attach documentation/proof of scholarship.															

I confirm that the submitted information is true and correct.

Signature of Parent / Guardian over Printed Name

Date

Approved by:

School Head's Signature over Printed Name

Date