

Name of Student: _____

Name of Parent/Guardian: _____

Grade and Shift: _____ Branch: _____

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 full admission fee 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 monthly payers is due every 20th of each month, for 10 months starting in **July**. 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.

STUDENT ILLNESS/EMERGENCY. It is our duty and responsibility to ensure that our child is well and able to cope with the requirements, activities and demands of being an APEC Student. We shall exercise prudence in keeping our child at home whenever he/she is seriously ill and that we shall notify APEC Schools in writing and with medical certification in such event.

USE OF SCHOOL FACILITIES AND RESOURCES. We understand and agree that our child shall be allowed to use the school facilities such as the Library, TLE/Clinic, Restrooms and Classrooms. Likewise, he/she will also have the opportunity to use the Chromebooks, Science Equipment, Books and Tablets. We shall help teach our child the proper way of using those facilities and equipment and in the event that our child is found to have tampered and damaged such facilities and resources, he/she shall be liable to pay for the damages as determined by the APEC Schools.

ABSENCES AND TARDINESS. We have been informed that Section 157.1 of the Compendium of Education Legislation for Private Education (2011 ed) states that "*A student is required to be present for at least 80% of class days*". The number of school days is set by APEC Schools at the beginning of the school year and that we have the issued School Calendar as our reference. Excessive absences and tardiness have its corresponding sanctions. An accumulated 44 absences or 20% of the school days shall merit Official Dropping status.

CHILD PROTECTION POLICY. We fully understand that APEC Schools stands firm in its implementation of the Anti-Bullying Act of 2013 and will exercise utmost effort to keep my child safe and unharmed within the School premises.

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 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