

ENROLLMENT GUIDELINES
SCHOOL YEAR 2021-2022

Full Name of Student: _____
Entering Grade: _____

In consideration of the enrollment of the above-named pupil/student for school year 2021-2022, and in addition to the policies stipulated in the pupil/student handbook the following terms and obligations must be strictly observed:

Financial Obligation: I/We understand and agree that I/we am/are unconditionally responsible to pay the pupil/student's school account and all other charges incurred by the pupil/student. The pupil/student account is comprised of school tuition and all related fees and other expenses or charges the pupil/student may incur during the entire academic year. All payments must be made in accordance with the payment options available which are as follow:

✓	MODE OF PAYMENT	PAYMENT SCHEDULE
	Annual	Payment upon enrollment
	Semestral	Payment upon enrollment and at least a week before the 2 nd Quarterly Assessment
	Quarterly	Payment upon enrollment and at least a week before each Quarterly Assessments
	Monthly	Payment upon enrollment and in the succeeding months.

I/We am/are aware that check payment is only allowed to OLD pupil/student. However, a pupil/student will only be considered officially enrolled, only after the check has been cleared. The school does not honor postdated check and out-of-town check.

I/We am/are also aware that the school offers a family discount on tuition which is applicable to the youngest sibling enrolled in Kindergarten through Grade 12. A 10% discount is given to the 3rd child, 25% to the 4th child and 50% to the 5th child.

Tuition Assistance: I/We are aware that Marist School is affiliated to the Fund for Assistance to Private Education (FAPE) which receives government subsidy through Education Service Contracting Program (ESC) and the Senior High School Voucher Program (SHSVP) each school year for incoming grades 7 and 11 students. The approved subsidy will only be deducted from the tuition fee upon receipt of the fund. ESC/QVR certificate must be submitted to the Registrar's Office upon enrollment or as soon as I/we receive it from PEAC via email.

Cancellation of Agreement: If the pupil/student withdraws from the school for any reason whatsoever, or if the school dismisses the pupil/student, at the sole discretion of the school, I/we agree that all fees that are due must be paid in accordance with school policy below:

- Withdrawal within the first week of classes: 10% of total tuition, miscellaneous and other fees is withheld whether or not the pupil/student has actually attended the classes.
- Withdrawal within the second week of classes: 20% of total tuition, miscellaneous and other fees is withheld whether or not the pupil/student has actually attended the classes.
- Withdrawals made after the second week of classes will mean payment of the school fees for the whole school year.

I/We understand that a written notice of withdrawal by the parent/guardian of the pupil/student must be submitted to the Registrar's Office on or before the last expected day of attendance of the pupil/student. A clearance form must also be accomplished by the parent/guardian to free the pupil/student from any liability from school. The computation of accounts to be paid will be based on the date of filing for withdrawal of enrollment.

Delinquent Accounts: I/We understand that all payments are due according to the payment schedule of the school which I/we selected above. Failure on my/our part to make timely payment may result in significant consequences. Any fee or tuition payment that is delinquent for more than thirty (30) days shall be subject to a late payment fee of 1% based on the due amount. Quarterly report card will not be released unless payment has been updated. If the pupil/student account has not been paid in full prior to the last day of school, no official transcript of record, final report card, certificate of completion or diploma will be released. Furthermore, evaluation copy of transcript of records will not be released to those with delinquent accounts.

Admission Requirement Deficiencies: I/We agree that without the transfer credential of my/our child, he/she (a) retains the status of temporarily enrolled; (b) cannot be officially promoted to the next grade level; (c) cannot officially graduate from this institution; (d) will not be recognized should he/she attains the qualifying average and other criteria for academic honors; and, shall not be issued official documents such as SF9 (Report Card), SF10 (Transcript of Records), Certificate of Completion, Diploma, etc. (DepEd Order No. 3, s. 2018 C. par. 3 – Temporary Enrollment)

Quarterly Assessment: I/We understand that the school will only allow a pupil/student with test permit to take the quarterly assessment. I/We am/are also aware that quarterly assessment is never given before the scheduled dates.

Student Handbook: The pupil/student and I/we agree to comply with the school’s policies, rules and regulations, and standards of academic and social behavior as stated in the Marist School’s Pupil/Student Handbook. I/we understand that the Handbook sets forth general expectations regarding the pupil/student’s enrollment at Marist School. I/we also agree to submit the accomplished acknowledgment sheet of the Pupil/Student Handbook upon enrollment.

Educational Concerns: I/we understand that the school may change its course offerings and activities, as well as its policies, procedures and practices, from time to time as circumstances may warrant, in its sole discretion based on the best interest of the pupil/student.

Safety and Security: I/we understand that as parent(s)/guardian(s), I/we have/are to follow the rules and regulations on safety and security including the traffic regulations implemented by Marist School.

School’s Expectations of Parent(s)/Guardian(s):

I/We understand that attendance at Marist School is a privilege. The school believes that an active and willing partnership, among the school, the pupil/student, and parent(s)/ guardian(s) is essential to fulfillment of the school’s vision mission. The school requires parent(s)/guardian(s) to cooperate in the pupil/student’s best interests with respect to the pupil/student’s education, including avoiding being disruptive to the pupil/student’s education.

The school may, after the observance of due process, in its discretion and without limitation, suspend, dismiss, or refuse to enroll a pupil/student if the school concludes that the pupil/student, or a family member or other individual associated with the pupil/student, has engaged in any unacceptable behavior which interferes with the school’s ability to fulfill its educational purposes or runs contrary to the best interests of the school or members of the Marist School community such as but not limited to: (1) posing any form of threat to any member of the Marist community; (2) bullying in person or through social media sites; (3) assault of person in authority; (4) act of lewdness; or any likeness.).

I/We understand it is essential that I/we communicate with the school and promptly disclose details that may affect the pupil/student’s experience in school to proper authorities and must not be brought through any social media sites.

I/We also understand that separated or annulled parents must provide details of the custody arrangement to the school and keep the school apprised of any changes in custody arrangements and other matters that may affect the pupil/student or the school.

Consent on Documentation of Activities: I/We agree that the school may take video recordings and pictures of all the members of the Marist community including my child. These video recordings and images belong to the school and that the school reserves the right to make use of these video recordings and pictures for its own legitimate interest.

Data Privacy Policy: As parent(s)/guardian(s) of pupil(s)/student(s) below 18 years of age, I/we give my/our consent to the school to collect, use and process the personal data I/we provided for the purpose of the pupil/student enrollment and during the course of pupil/student’s stay at Marist School.

I/we understand that should an issue arise in connection with the processing of the personal data of the pupil/student, it will be settled amicably with the school management, taking into consideration the best interest of pupil/student and the legitimate interests of Marist School to carry out its responsibilities as an educational institution.

I/We also attest that all the information provided to the school about the pupil/student is truthful to the best of my/our knowledge. I/We affirm that I/we have disclosed all relevant information about the pupil/student to the school. Any proven false, inaccurate, incomplete, or misleading statements may lead to significant consequences.

Request for School Records: I/We understand that school records are treated with security and confidentiality. Thus, school records may be released to the owner of the record (if he/she is of legal age). Other than this, school records will only be released upon request of a parent or legal guardian (in the case of currently enrolled pupil/student who is still a minor or below 18 years old).

Marist School’s Name: I/We agree that I/we am/are not authorized to use the school’s name (Marist College, Inc.) or any likeness of the school’s name, reference to the school (e.g., “Marist”) or crest or logo in any way, without the written permission of the Marist School President.

I/We acknowledge that I/We have read this Enrollment Guidelines and understand and accept all its terms and conditions and other existing policies as stipulated in the Pupil/Student Handbook.

	FULL NAME	SIGNATURE	CONTACT NUMBERS	DATE
FATHER				
MOTHER				
GUARDIAN				
STUDENT				

Note: Marist School strictly prohibits posting a copy of this Enrollment Guidelines in any social media site.