

PART IV: POLICIES, REGULATIONS, AND GUIDELINES ON ADMISSION

Don Carlo Cavina School (DCCS) is open to all learners who meet the standard requirements and regulations of the school. On the other hand, DCCS also reserves the right to deny learners for admission or readmission.

STATEMENT OF GENERAL POLICIES

It is the duty and responsibility of parents/guardians to follow up the progress of their children in school. They are encouraged to confer with school authorities so as to enhance harmonious partnership between the parents/guardians and the school.

The enrollment of a learner at DCCS is an expression of willingness of both learner and parents/guardians to abide by its rules and regulations.

The rules and regulations of DCCS are intended to enhance the school life of a learners when they relate and interact with the rest of the members of the school community.

The DCCS acknowledges its obligation to exercise reasonable supervision over the conduct of learners and to cultivate their potentials.

GENERAL ADMISSION POLICIES

DCCS accepts learners who meet the necessary requirements for admission subject to the following conditions:

1. All learners applying for admission must undergo the screening process. When applicable, an Admission test will be given. Applicants are required to submit their credentials which will be evaluated by the Admissions Committee. The Committee will deliberate on the acceptance of the applicant.
2. Parents/Guardians will be informed about the result of the screening process within the day. Details of the results will remain confidential.
3. The applicant's report card (Form 138/SF9) must not have any failing mark in the final grading period.
4. The applicant must have a satisfactory mark in conduct.
5. All accepted transferees in their first year of stay in Don Carlo Cavina School are placed on Probation Status.
6. The parent/guardian shall adhere to the Memorandum of Understanding executed between him/her and the school and to observe the same to the letter (refer to Annex A).

ADMISSIONS PROCEDURE

DCCS Admits to its elementary and high school departments students who have the necessary requisites to justify the hope that they can profit from the academic, co-curricular and extracurricular activities offered within the school philosophy, objectives and policies:

All applicants are required to undergo a screening process.

1. All applicants are required to register online. Walk-in applicants will be assisted to register online by dedicated personnel.
2. Submitted credentials will be evaluated by the admissions committee:
 - a. Original Report Card (Form 138) which must not have any failing mark in the final grading period; or Certificate of Completion for transferees who finished under the Department of Education's Alternative Learning System (ALS).
 - b. A Satisfactory mark in the Conduct grade.
 - c. Original Certificate of Good Moral Character for transferees applying to the Grade School level (Grades 4 to 6).
 - d. Original Recommendation Letter for learners applying to Grade 7 and transferees for the higher levels (Grades 8 to 12).
 - e. Photocopy of the Baptismal Certificate (Roman Catholic) or a signed Agreement Form (non-Catholic) on attendance to Christian Living Education subject and participation in religious activities.
 - f. Photocopy of the PSA version of the learner's Certificate of Live Birth.
3. Learner's Interview (in person or online), by either the Academic/Strand Coordinator, and any officer from the Guidance Office or the Office of the Principal.
4. Parent/Guardian's Interview, (in person or online), by either the Academic/Strand Coordinator, and any officer from the Guidance Office or the Office of the Principal.

All accepted transferees are placed on Academic and Behavioral Probation status in their first year of stay.

STEP-BY-STEP ADMISSION PROCEDURES

(Grade School, Junior High School, and Senior High School)

New Students and Transferees

STEP 1: Information

Online: (website link) The Official Facebook page will direct visitors to the NEW Admissions Page (which will reflect the Official Website address link). The Requirements Checklist for NEW STUDENTS or transferees will be available for download. If the visitor is ready to apply for the LEARNER for the coming Academic Year, the link to the Admissions Form is available where the schedules for walk-in admissions are reflected for all levels.

Walk-in: Admissions Personnel are available in the Information Area to respond to walk-in queries of fully vaccinated individuals (face mask on and with vaccination card).

The Requirements Checklist will be available for distribution (see attached and below)

- For incoming Grade 1 to Grade 12: Form 138 (Report Card) with LRN reflecting at least the 2nd Quarter Grades (photocopy for inquiry); reflecting the Final Grade and Principal's Signature (Original copy for enrollment);
- For all levels: PSA Birth Certificate (Photocopy)

- For all levels: Baptismal Certificate (if Roman Catholic; Photocopy) For incoming Grade 4 to Grade 12: Certificate of Good Moral Character
- (Photocopy) For incoming Grade 8 to Grade 11: ESC Certificate (if available)
- For all levels: Learner's Photo (White background, 1x1 and 2x2, 2 copies each)

STEP 2: Registration

Online: Complete the Admissions Form which is available online, including required attachments (soft copies of the Form 138 and the PSA Birth Certificate).

Walk-in for Grades 7 to 12: Complete the Admissions Form via the Registration Kiosks 1-3 (encoding) and submit the hard copies of the required documents (Form 138 and the PSA Birth Certificate) to the attending Admissions Personnel. Incoming Learners of the Senior High School are scheduled for Admissions Test (Monday to Saturday at 9:00 to 11:00 AM and Monday to Friday at 1:00 to 4:00 PM). Meanwhile, Learners from Kinder to Grade 10 are scheduled for interview with the Principal's Office / Guidance and Wellness Unit. Interview (K-G12) schedules are as follows:

- 9:00 AM
- 10:00 AM
- 11:00 AM
- 1:00 PM
- 2:00 PM
- 3:00 PM
- 4:00 PM

STEP 3: Testing/Interviews

Online: Grade School Applicants (K-G6 learners) will receive confirmation of the Online Interview via email and/or Messenger interview will begin with the learner and end with the parent/guardian. JHS and SHS Applicants will receive confirmation of the on-site Admissions Test schedule via email and/or Messenger.

Walk-in: Grade School Applicants (K-G6 learners), pending on availability of interviewer, will commence immediately interview will begin with the learner and end with the parent/guardian. Admissions Testing of JHS and SHS Applicants will commence as scheduled. Results of the test will be given during the interview with the Guidance and Wellness Unit depending on availability (1 to 3 days) and a final interview (Academic Coordinators for GS and JHS, Strand Coordinators for SHS) will be scheduled (per availability/free time of the coordinators based on their teaching load).

STEP 4: Print Registration Form

Online: Grade School Applicant (K-G6 learners) will receive PDF copy of their Admissions Form which the Parent/Guardian will affix his/her signature and send back PDF version to (admissions email address). This will be needed for the Final Step. JHS and SHS Applicant and Parent/Guardian will affix their signature and proceed to Step 5.

Walk-in: The Admissions Form is printed and the Applicant and Parent/Guardian will affix their signature and proceed to Step 5.

STEP 5: Payment of Fees

Online: Payments may be made online (see instructions). Transaction slips and the completed Admissions Form (PDF) should be sent to the accounting (email address), cc the admissions committee (email address)

Walk-in: Payments may be made via a visit to the Bank (see details) or the DCCS Accounting Office. Transaction slips and the completed Admissions Form should be submitted to the accounting office upon payment (OR will be then affixed to the form)

Note:

*All documents submitted shall not be returned and shall become the property of the school. The Data Privacy Act (DPA) or Republic Act No. 10173 was passed into law in 2012 "to protect the fundamental human right of privacy while ensuring free flow of information to promote innovation and growth" (RA 10173 Ch. 1, Sec. 2)

STEP 6: Proceed to the Clinic and submit photocopy of the child's COVID-19 vaccination card and fill-out the Medical/Health Form while being interviewed by the School Nurse.

STEP 7: Proceed to the Computer Laboratory for ID picture taking.

REFUND ON TUITION FEES

- A. Reservation Fee is Non-Refundable
NON-REFUNDABLE RESERVATION FEES
PhP 3,000.00 Kinder to Grade 10
PhP 500.00 Grade 11 to Grade 12 (for learners with Voucher) or
PhP 3,000.00 (for regular paying learners)
- B. Records of drop/pull-out students will not be released unless cleared of financial obligations
- C. Regulations Governing the Refund of Tuition Fees (Section 66 Tuition Charges, Manual of Regulations for Private Schools)

Section 66: MRPS Tuition Charges. A student who transfers or otherwise withdraws, in writing, and who has already paid the pertinent tuition and other school fees in full or for any length longer than one month may be charged ten percent of the total amount due for the term if he/she withdraws within the first week of classes, or twenty percent if within the second week of

classes, regardless of whether or not he/she has actually attended classes. The student may be charged all the school fees in full if he/she withdraws any time after the second week of classes.

TRANSFER: A pupil/student who desires to transfer to another school, parents shall file a Written Petition to the principal. If the petition is granted, the transfer credentials will be issued signifying that the student has withdrawn in good standing from the school.

Note: *NO TRANSFER CREDENTIALS shall be issued until the student/pupil is cleared from all his/her financial obligations.*

ENROLLMENT CONTRACT

It is understood that when a learner enrolls, he/she is deemed enrolled for the entire period for which he/she is expected to complete the course in the school.

The period of enrollment has been fixed by the foregoing rule to serve as a security for the school that accepts tuition payments on installments. Therefore, even if a student does not complete the semester or school year he/she was enrolled in and subsequently applies to transfer, he/she may still be required to settle any outstanding account before he/she is given his/her transfer credentials.

As a general rule, no applicant shall be enrolled without first presenting the proper credentials during the enrollment period.

DISCOUNT PROGRAMS

A. Academic Discount

DCCS grants discounts to students with scholastic ratings through a percentage discount from the total tuition fee. The first two (2) in the rank receive the discount.

1. Breakdown of Discounts are as follows:
 - a. With Highest Honors = 100%
 - b. With High Honors = 50%
2. Discount program is applicable to:
 - a. Grades V and VI who have been consistent Top two of DCCS from Grades I to IV.
 - b. Graće VII Students who are Top two DCCS Graduates.

Note:

It is understood that the government subsidy of the Educational Service Contracting (ESC) is already included in the tuition fee and not subject to refund or other purposes.

B. Siblings Discount

A discount in tuition fee is given to two or more siblings enrolled at DCCS. A percentage is deducted from the tuition fee of the youngest, and only for regular payees and fully

paid on/or before December 31 of the school year. Failure to meet the requirement shall automatically forfeit the discount.

Discounts are as follows:

2 siblings	10%
3 siblings	12%
4 siblings	15%
5 siblings	18%
6 & more, the youngest is	20%

Note:

Siblings discount is an assistance given to the parents/guardians directly paying the tuition fee of the children who are living together in one household. In case another sibling will be enrolled by another guardian who will directly pay the tuition fee, the sibling discount does not apply.

FEES AND PAYMENTS

Tuition and miscellaneous fees can be paid in cash or by installment. If by installment, the parents/guardians are responsible to pay the fees on the specified deadline. Failure to pay the obligation will be subject to penalty as determined by the Finance Office.

A student is deemed officially enrolled after he/she has paid the required fees and has submitted the necessary credentials..

Statement of Account is issued as a reminder for parents/guardians to settle financial obligations with the Finance Office before the quarterly examination. An examination permit will be issued upon settlement of the account.

"When a pupil/student fails and continuously fails to pay for the whole or a substantial amount of the authorized school fees that have fell due and demandable even after formal written demand by the school, the student shall be dropped from the rolls" (2010 Revised Manual of Regulations for Private Schools in Basic Education - DEPED ORDER NO. 88)