

## Southpoint School Enrollment Policy

1. The stipulation below covers the personality and policy of Southpoint School Inc. Southpoint School Inc. is a non-stock non-profit educational institution, established under the laws of the Republic of the Philippines with its office at Eden Street, Ma-a, Davao City, offering its services to families with its educational system as embodied in its vision, mission, goals and core values.
2. **Enrollment at Southpoint School is by school year basis. "When a student registers in a school, it is understood that he is enrolling for the entire school year for elementary and secondary courses." (Sec.119.a MRPS s. 2011).**
3. Standard fees for Southpoint School are Tuition, Miscellaneous, textbooks and subject modules fees. Tuition and miscellaneous fees may be paid in full or installments over the school year, textbooks/modules shall be paid upon enrollment.
4. Other fees include Souvenir Program for graduating students, subject portfolios, tutorials and other departmental accountabilities. Full payment of these fees shall be a requirement for learners to be cleared to take final examination and join academic rites and in cases of transfer of enrollment, before school documents will be released.
5. Enrollment Fee - An enrollment fee computed per level is required upon enrollment which shall cover textbooks, subject modules and portions of tuition and miscellaneous fees. The remaining balance for the year's matriculations will be paid monthly in nine (9) equal amortizations. Full payment of the school year fees entitles a three per cent (3%) discount on tuition only up to May 30 of the current year. All payments must be in cash. Inquiry can be made at the finance office.
6. Enrollment must be done by parent/s or authorized legal guardians.
7. Withdrawal from enrollment is allowed within the school year with notice to the Principal or Registrar in writing or email by the parent or authorized guardian subject to the following.
  - a. If a student withdraws from enrollment before the official opening of classes, the registration fee will be deducted from the enrollment fees paid. Other fees made will be refunded.
  - b. If withdrawal from enrollment is made within 60 days after the official start of classes, 20% of the year's fees will be required.
  - c. If withdrawal from enrollment is made after 60 days from the official start of classes, 100% of the whole year's fees will be required
  - d. In the absence of a written notice of withdrawal, item 12 of this document will apply.
8. No pupil or student shall be officially enrolled without the proper school credentials submitted on or before the end of the enrollment period for the school term. (Sec. 119.d Rules for Registration 2011 MRPS).
  - a. For transferees enrolling in Grade 2 up to Grade 10 at the beginning of the school year: the report card, Certificate of Eligibility to Transfer/Certificate of Good Moral Character and NSO copy of Birth Certificate as proper school admission and transfer credentials is required upon enrollment.
  - b. Noncompliance to the above requirement will result in the cancellation of enrollment and non-reimbursement of enrollment fees.
9. A pupil or student is deemed officially enrolled after he has submitted his appropriate admission or transfer credentials, has made an initial payment of his school fees which has been accepted by the school and has been authorized to attend classes in the school. (Sec. 119.e Rules for Registration 2011 MRPS).
10. Students who are accepted for enrollment under provisional status due to the following grounds must comply with the provisions stipulated below:
  - a. students with academic deficiency must take enrichment classes during the school year or summer and shall shoulder the cost for such classes and processes. In cases where the student is advised to transfer to another school due to non-compliance of the requirements, full payment of all unpaid scholastic fees must be done before transfer credentials will be released.
  - b. Old students who have committed major infractions of the school rules in the previous school year shall be under probational status. However, should the student continue to violate the school rules, he/she shall be recommended for immediate transfer to another school, for which full payment of the school fees must be paid before transfer credentials will be released.
  - c. Transferees lacking documentary requirements enrolled during the school year. Section 129 of the revised MRPS s.2011 provides that "a student without any appropriate admission or transfer credentials upon enrollment may be provisionally enrolled conditioned on the submission of his valid admission or transfer credentials on or before the last day of the school year. A provisionally enrolled student shall not be enrolled for the next higher grade, course or level for the next succeeding school term if he cannot submit his valid admission or transfer credentials on or before the period specified herein, and whatever credits for the

subject/s he may have passed shall not be recognized" without prejudice to the school of the fees made for the entire school year.

11. Special discounts on tuition fees will be given to the following:
  - a. Academic Scholars – High school students who are in the top three rank (out of at least 20 learners per class and with a GWA of 98%) in the previous school year (Rank 1 – 100%, Rank 2 – 50%, Rank 3 – 25%)
  - b. Family Discount – Families who enroll more than two (2) siblings shall likewise enjoy a special discount on tuition fees for the third sibling enrolled at 5%. Succeeding siblings will enjoy 7% discount.
12. Student's long consecutive absences from school that exceed the maximum number of days without any parental notice shall be a ground for the student to be dropped from the enrollment roster. All corresponding school fees shall be paid in full before any credential is released.
13. Full payment of monthly tuition amortization is required, or the parent submit the required promissory note to the administration should payment is not possible due to valid reasons, before the student is allowed to take the scheduled tests. Special examination shall be taken by student who fails to take any of the examinations for any reason other than sickness with medical certification and other fortuitous events, with fees of P75.00 for every subject.
14. Student's school fees which remain past due for one (1) month must be paid in full before the student is allowed to take the scheduled examinations. Parents cannot avail of a new promissory note if previous promissory note is still outstanding.
15. The school shall withhold the credentials of a student in view of unsettled school obligation.
16. Every learner and parent are expected to fully abide by all the school rules as stipulated in this document and in the Student Handbook; honor and respect the rights of all and the authority of its leaders and adopt the ideal, culture and values of Southpoint School.
17. All learners are expected to be good stewards of the school property, the environment and personal belongings.
18. Southpoint School binds itself as mandated by its mission to teach and mentor students through the prescribed curriculum promulgated by the Department of Education and with life transforming materials and experiences needed to become part of a skillful, productive and responsible citizenry and provide a safe and comfortable learning environment.
19. In the event where there are complaints or breach of agreement, the school and the parents/guardian bind themselves to voluntarily raise all its concerns in writing and meet to give each party the opportunity to address and resolve the issue before both parties be allowed to go to any agency, tribunal or court in Davao City only.

After having read and understood the above stipulations, I hereby affix my signature on the space provided as my concurrence to the above stipulations and enroll my student/pupil: \_\_\_\_\_ in grade/level \_\_\_\_\_ to Southpoint School Inc. for one (1) School Year and pay the prescribed tuition and miscellaneous fees in the amount of Php \_\_\_\_\_ in full or installment. Furthermore, I commit to comply and faithfully abide by the above policy and provisions including those that may be adopted by Southpoint School Inc. from time to time, to be present and or send my authorized representative during Parents Orientation; Parents and Teachers Conference or Meetings; personally follow up my student/pupil's academic duties and accountabilities; refer to my student/pupil's class adviser for clarification; and adhere to the projects initiated by the Homeroom Organization. My absence during Parents-Teachers Conference after having been informed, does not exempt me from complying to whatever agreement is achieved thereat. I shall address my concerns to the proper school authority/ies with all due respect and professionalism and shall not use social media or other forms to air out my concerns and questions.

Being a member of the school community, I allow Southpoint School Inc. to collect pertinent information of myself and my learner for reference and educational purposes; withhold my learner's school credentials in the event of failure on my part to fully settle my financial and documentary accountability to the school.

\_\_\_\_\_  
Signature over printed name of parent/guardian

Date: \_\_\_\_\_

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