

- ( ) Form 138-A

( ) Birth Certificate(NSO)

( ) Honorable Dismissal

( ) Certificate of Transfer Credentials

( ) 1x1 Colored Picture(4 pcs.)

( ) Medical Certificate

( ) Certificate of Good Moral Character

( ) Drug Test



St. Cecilia’s College – Cebu, Inc.

De La Salle Supervised School

HIGHER EDUCATION DEPARTMENT

Registrar’s Copy

Control No. \_\_\_\_\_

REGISTRATION FORM

\_\_\_\_ Semester/ Term

AY \_\_\_\_\_

Year: \_\_\_\_\_

Program: \_\_\_\_\_

	Shiftee from:
	to:
	Transferee
	Returnee
	New Student
	Old Student
	I.D. No. _____

Revised Copy

raa/09-29-10

Academic Status: ( ) Regular

( ) Irregular

Name:			Mobile No:		
Surname			First Name		Middle Name
Date of Birth:	Month:	Day:	Sex:	Religion:	Status:
Place of Birth:					
Home Address:			Present Address:		
Previous School Attended:			Previous School Address:		
Father’s Name:			Occupation:		Employer:
Mother’s Name:			Occupation:		Employer:
Guardian:			Occupation:		Employer:

COURSE CODE NO.	COURSE DESCRIPTION	UNITS		Days	Time	Room	Instructor
Total Number of Units							

Approved by:

Applicant’s Signature above Printed Name

Program Head

Dean

Registrar

Cashier

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St. Cecilia’s College – Cebu, Inc.

De La Salle Supervised School

HIGHER EDUCATION DEPARTMENT

Student’s Copy

Control No. \_\_\_\_\_

REGISTRATION FORM

\_\_\_\_ Semester/ Term

AY \_\_\_\_\_

Year: \_\_\_\_\_

Program: \_\_\_\_\_

	Shiftee from:
	to:
	Transferee
	Returnee
	New Student
	Old Student
	I.D. No. _____

Revised Copy

raa/09-29-10

Academic Status: ( ) Regular

( ) Irregular

Name:			Mobile No:		
Surname			First Name		Middle Name
Date of Birth:	Month:	Day:	Sex:	Religion:	Status:
Place of Birth:					
Home Address:			Present Address:		
Previous School Attended:			Previous School Address:		
Father’s Name:			Occupation:		Employer:
Mother’s Name:			Occupation:		Employer:
Guardian:			Occupation:		Employer:

COURSE CODE NO.	COURSE DESCRIPTION	UNITS		Days	Time	Room	Instructor
Total Number of Units							

Approved by:

Applicant’s Signature above Printed Name

Program Head

Dean

Registrar

Cashier

CONDITION OF PAYMENT  
A. MODE OF PAYMENT

O.R. #  
Amount Paid  
Date  
Cashier Signature

The tuition and other school fees shall be payable in cash in **4 monthly installments** in accordance with the following schedule.

1 <sup>st</sup> payment_____ payable on or before	Prelim Exam
2 <sup>nd</sup> payment_____ payable on or before	Midterm Exam
3 <sup>rd</sup> payment_____ payment on or before	Prefinal Exam
4 <sup>th</sup> payment_____ payment on or before	Final Exam

In case of failure to pay at least two(2) installments of the due and demandable tuition and other school fees as indicated in the above schedule of payment on installments, we (the parents) or I (in case of student) shall recognize, without reservation, the right / authority of the school to drop me (or our child) from the school (or suspend me or our child) from further attending classes and enter the school campus, without need of judicial intervention or permission. That I, (or our child) shall be re admitted only as soon as the tuition and other school fees are paid PROVIDED, however, that I, (our child) will be solely responsible in keeping up with the lessons and assignments missed and shall not have any right to require that special lessons, quizzes and or examinations be given to make-up for the quizzes and/or examinations given during the school day (our child was not allowed to enter and attend class).

B. POLICY ON WITHDRAWALS AND REFUND

The date filling the notice or withdrawal shall be considered the date of withdrawal and shall be the basis in determining the amount to be charged for the term. Computation for adjustment will be in the accounting Office.

1. Enrolment deposited can be refunded subject to the following conditions.

a. 80% refund before the subject are encoded and before the enrollment closes.  
b. 20% refund if the subject are encoded before the enrollment closes.  
c. No refund after the enrollment closes.
2. 10% charge on tuition and other school fees if a student withdraws within the first week of classes regardless of whether or not he/she actually attend classes.
3. 20% charge on tuition and other school fees if a student withdraws within the second week of classes regardless of whether or not he/she actually attended classes.
4. 50% charge on tuition and other school fees if a student withdraws within the third week of classes regardless of whether or not he/she actually attended classes.
5. 75% charge on tuition and other school fees if a student withdraws within the fourth week of classes regardless of whether or not he/she actually attended classes.
6. 100% charge on tuition and other school fees if a student withdraws within the fifth week of classes regardless of whether or not he/she actually attended classes.

Applicant's Signature and Printed Name

CONDITION OF PAYMENT  
A. MODE OF PAYMENT

O.R. #  
Amount Paid  
Date  
Cashier Signature

The tuition and other school fees shall be payable in cash in **4 monthly installments** in accordance with the following schedule.

1 <sup>st</sup> payment_____ payable on or before	Prelim Exam
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B. POLICY ON WITHDRAWALS AND REFUND

The date filling the notice or withdrawal shall be considered the date of withdrawal and shall be the basis in determining the amount to be charged for the term. Computation for adjustment will be in the accounting Office.

7. Enrolment deposited can be refunded subject to the following conditions.

d. 80% refund before the subject are encoded and before the enrollment closes.  
e. 20% refund if the subject are encoded before the enrollment closes.  
f. No refund after the enrollment closes.
8. 10% charge on tuition and other school fees if a student withdraws within the first week of classes regardless of whether or not he/she actually attend classes.
9. 20% charge on tuition and other school fees if a student withdraws within the second week of classes regardless of whether or not he/she actually attended classes.
10. 50% charge on tuition and other school fees if a student withdraws within the third week of classes regardless of whether or not he/she actually attended classes.
11. 75% charge on tuition and other school fees if a student withdraws within the fourth week of classes regardless of whether or not he/she actually attended classes.
12. 100% charge on tuition and other school fees if a student withdraws within the fifth week of classes regardless of whether or not he/she actually attended classes.

Applicant's Signature and Printed Name