## St. Cecilia's College - Cebu, Inc. **Credential Submitted** REGISTRAR'S COPY ( ) Form 138-A Control No. De La Salle Supervised School ( ) Birth Certificate (NSO) PRESCHOOL DEPARTMENT ( ) Certificate of Good Moral Returnee ( ) Medical Certificate REGISTRATION FORM ( ) 2x2 Colored Pictures (4pcs.) Transferee **New Student** Old Student I.D. No. Name: Mobile No: Middle Name Surname First Name Date of Birth: Year: Religion: Month: Day: Sex: Status: Place of Birth: Home Address: Present Address: Previous School Address: **Previous School Attended:** Father's Name: Occupation: Employer: Mother's Name: Occupation: Employer: Guardian: Occupation: Employer: Signature of: Enrolment In-Charge Registrar Applicant's Signature above Printed Name Date Date Date I came to know about SCC-CI thru: Revised Copy advertisement others raa/09-29-10 marketing radio cable TV St. Cecilia's College - Cebu, Inc. STUDENT'S COPY **Credential Submitted** Control No. De La Salle Supervised School ( ) Form 138-A PRE SCHOOL DEPARTMENT ( ) Birth Certificate (NSO) ( ) Certificate of Good Moral Returnee REGISTRATION FORM ( ) Medical Certificate SY Transferee ( ) 2x2 Colored Pictures (4pcs.) **New Student** Old Student I.D. No.

Name:		Mobile No:				
Surname	First No	ame ame	Middle Name			
Date of Birth: Year:	Month:	Day:	Sex:	Religion:	Status:	
Place of Birth:			1805300			
Home Address:			Present Address:			
Previous School Attended:			Previous School Address:			
Father's Name:			Occupation: Employer:		nployer:	
Mother's Name:			Occupation: Employe		nployer:	
Guardian:	dian:		Occupation:		nployer:	

suardian:	Occupation	n: Employer:
Signature of:  Enrolment In-Charge	Registrar	Applicant's Signature above Printed Name
Date	Date	Date
Revised Copy		I came to know about SCC-CI thru:

marketing radio cable TV

raa/09-29-10

CONDITION OF PAYMENT A. MODE OF PAYMENT The tuition and other school fe	es shall be payable in	cash in accordance with the follo	owing schedule:	O.R. # Amount Paid Date Cashier Signatu	ure
1 <sup>st</sup> payment 2 <sup>nd</sup> payment 3 <sup>rd</sup> payment 4 <sup>th</sup> payment 5 <sup>th</sup> payment 6 <sup>th</sup> payment		payable upon enrollment payable on or before	Summative Test First Quarter Exi Summative Test Second Quarter Summative Test Summative Test Third Quarter E	am Exam Exam	-July -August -September -October -November -December -January
8 <sup>th</sup> payment Final Payment		payable on or before payable on or before	Summative Test Fourth Quarter		-February -March
and the demandable tuition as recognize without reservation me from further attending class as the tuition and other school shall not have any right to require day our child or I was not allow B. In case of Withdrawal, the P	nd other school fees, the right/ authority of ses and enter the school fees are paid <b>PROVII</b> uire that special lesson red to enter and attentupil/Student has to (Se	as indicated in the above sche of the school to drop our child (to col campus, without need of jud DED, however that our child will ns, quizzes and/or examinations d classes.	dule of payment or he parents) or me (i icial intervention or be solely responsib	n installments, v in case of the sto permission. Tha ble in keeping up	re to pay at least two(2) installments of the due we (the parents) or (in case of student ) shall udent) from the school or suspend our child or it our child or I shall be readmitted only as soon to with the lessons and assignments missed and is and /or examinations given during the school
b. Accomplish without c. Accomplish clears	ance form for withdray	nt Head. nit to the Department Head wal made after two (2) weeks of rms to finance Office, Registrars		t Head's Office.	
		r the beginning of classes and ha ed under the following condition		ertinent tuition	and other school fees in full or any length
` ''		er fees due for the year if he/she week of the classes regardless o			
registration, laboratory and li withdraws anytime after regis	brary fees are paid fo tration (7th Ed. MRPS	or the month only on arranger	nent for a monthly nay be requested wi	installment, no th other docum	nere tuition fees together with the entrance or o such fees will be refunded when a student nents upon presentation of a request from the cument from the finance office.
Applicant's Signature above Pri	inted Name				
<b>_</b> _	<b></b>			O.R. #	

CONDITION OF PAYMENT
A. MODE OF PAYMENT

The tuition and other school fees shall be payable in cash in accordance with the following schedule:

Amount Paid
Date
Cashier Signature

1 <sup>st</sup> payment	 payable upon enrollment	Summative Test	-July
2 <sup>nd</sup> payment	 payable on or before	First Quarter Exam	-August
3 <sup>rd</sup> payment	 payable on or before	Summative Test	-September
4 <sup>th</sup> payment	 payable on or before	Second Quarter Exam	-October
5 <sup>th</sup> payment	 payable on or before	Summative Test	-November
6 <sup>th</sup> payment	 payable on or before	Summative Test	-December
7 <sup>th</sup> payment	 payable on or before	Third Quarter Exam	-January
8 <sup>th</sup> payment	 payable on or before	Summative Test	-February
Final Payment	 payable on or before	Fourth Quarter Exam	-March

Full payment of tuition account on or before June 30 is entitled a 10% discount on the Tuition Fee Only. In case of failure to pay at least two(2) installments of the due and the demandable tuition and other school fees as indicated in the above schedule of payment on installments, we (the parents) or (in case of student ) shall recognize without reservation, the right/ authority of the school to drop our child (the parents) or me (in case of the student) from the school or suspend our child or me from further attending classes and enter the school campus, without need of judicial intervention or permission. That our child or I shall be readmitted only as soon as the tuition and other school fees are paid PROVIDED, however that 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 or I was not allowed to enter and attend classes.

B. In case of Withdrawal, the Pupil/Student has to (Section 66 of MRPS)

- a. Secure withdrawal from the Department Head.
- b. Accomplish withdrawal forms and submit to the Department Head
- c. Accomplish clearance form for withdrawal made after two (2) weeks of classes.
- d. Submit duly accomplished clearance forms to finance Office, Registrars Office & Department Head's Office.

In case he/she withdraws within two weeks after the beginning of classes and has already paid the pertinent tuition and other school fees in full or any length longer than one month, such fees may be charged under the following conditions:

- 1. Ten (10) percent of the tuition and other fees due for the year if he/she withdraws within the first week of classes.
- 2. Twenty (20) percent within the second week of the classes regardless of wither or not he/she actually attended classes.

The students may be charged the school fees in full if he/she withdraws anytime after the second week of classes. Where tuition fees together with the entrance or registration, laboratory and library fees are paid for the month only on arrangement for a monthly installment, no such fees will be refunded when a student withdraws anytime after registration (7th Ed. MRPS. Pa. 137p. 103) Certification may be requested with other documents upon presentation of a request from the Registrar's Office and upon presentation of documentary stamps required by the BIR and receipt of payment for said document from the finance office.