



St. Cecilia's College – Cebu, Inc.
De La Salle Supervised School
SENIOR HIGH SCHOOL DEPARTMENT

REGISTRAR'S COPY
Control No. _____

TECHNICAL VOCATIONAL
ICT _____
INDUSTRIALARTS _____
HOME ECONOMICS _____

REGISTRATION FORM
SY _____

ACADEMIC TRACK
STEM
ABM
HUMSS
GAS

Name:			Mobile No:		
Surname		First Name		Middle Name	
Date of Birth: Year:	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:	

Signature of:

Enrolment In-Charge

Registrar

Applicant's Signature above Printed Name

Date

Date

Date

☐ Entrance Test Taken
Interviewed by:
☐ Guidance Associate
☐ SHS Coordinator
☐ BED Principal

Signature _____ Date _____

Returnee
Transferee
New Student
Old Student
I.D. No. _____

I came to know about SCC-CI thru:

☐ advertisement ☐ others _____

☐ marketing _____

☐ radio _____

☐ cable TV _____



St. Cecilia's College – Cebu, Inc.
De La Salle Supervised School
SENIOR HIGH SCHOOL DEPARTMENT

STUDENT'S COPY
Control No. _____

TECHNICAL VOCATIONAL
ICT _____
INDUSTRIALARTS _____
HOME ECONOMICS _____

REGISTRATION FORM
SY _____

ACADEMIC TRACK
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CONDITION OF PAYMENT

A. MODE OF PAYMENT

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

1 st payment	_____	payable upon enrollment	Summative Test	_____
2 nd payment	_____	payable on or before	First Quarter Exam	_____
3 rd payment	_____	payable on or before	Summative Test	_____
4 th payment	_____	payable on or before	Second Quarter Exam	_____
5 th payment	_____	payable on or before	Summative Test	_____
6 th payment	_____	payable on or before	Summative Test	_____
7 th payment	_____	payable on or before	Third Quarter Exam	_____
8 th payment	_____	payable on or before	Summative Test	_____
Final Payment	_____	payable on or before	Fourth Quarter Exam	_____

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.0

Applicant’s Signature above Printed Name

O.R. #	_____
Amount Paid	_____
Date	_____
Cashier Signature	_____

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