**STUDENT HANDBOOK**

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**INTRODUCTION**

Awakened by the passion to improve the lives of the Filipinos who have shown exemplary skills and love for work but hindered by poverty and unavailability of workplaces, the Aquende Family founded this institution.

FORBES COLLEGE is focused on providing education and a lifetime commitment to uplift the lives of the fellow Filipinos by continuously conducting training, enhancing skills, tapping companies locally and internationally and developing international linkages for the enhancement of the curriculum and employment of its graduates.

**HISTORY OF FORBES COLLEGE**

**26 November 2007** - Incorporation of Global Trainers, Inc. as a non-stock, non-profit organization

**30 April 2008** - amendment of the Articles of Incorporation to include the offering of tertiary programs

**04 June 2008** - Issuance of Certificates of Registration by TESDA for the following programs:

- PC Operations NC II

- Programming NC IV

- Computer Hardware Servicing NC II

- Computer Animation NC II

- English Language Proficiency

- Certificate of Microfinance Management

1. **June 2008** - opening of Global Trainers offering the trimester programs of TESDA

**27 May 2010** - Issuance of Temporary Permits by CHED for:

- BSBA major in Microfinance

- Bachelor of Science in Computer Science

- Bachelor of Science in Information Technology

- BSIT with specialization in Digital Animation

**07 July 2010** - change of name from Global Trainers, Inc. to Forbes College, Inc.

**September 2013** - acquisition of MABA Computer Oriented School by Forbes College leading to tremendous changes

**30 December 2013** - birth of Forbes Academy

**VISION**

We envision Forbes College to be an institution that leads in educational innovation where –

1. Students want to study;
2. Teachers want to teach;
3. Parents want to send their children; and
4. Alumni want to come back.

**MISSION**

Simplifying quality education for a better life.

**EDUCATIONAL PHILOSOPHY**

Our educational philosophy is to provide practical and affordable quality education. Practical means no unnecessary costly projects for the sake of giving assignments to the students. The lessons students must learn in classes are those that they can use and apply in real life whether in their chosen professions or in business. Affordable means a regular family with an average income should be able to pay for their children's tuition. Forbes quality education means providing access to knowledge and cutting-edge ideas through blended learning. Teachers and Technology blended together. We do not rely on the skills of the teachers alone to impart knowledge, but we use internet and other information technologies to access current best practices, revolutionary ideas and great lessons students must lean n life and in their careers.

**THE FORBES EDUCATION GROUP**

**FORBES ACADEMY**

Forbes Academy offers Kinder to Grade 12 education. It offers I.T.-based basic education which aims to equip its students with the new technology to learn more effectively. All teachers are LET passers and they all go through a stringent selection process before they are hired.

Its Chairman, Mr. Henry B. Aquende forged a MOA with PAUW-UP adopting its progressive learning system in the Kindergarten level. Forbes Academy has also adopted the XSEED Education Program where students acquire 21st century learning skills.

**FORBES COLLEGE**

Forbes College offers tertiary education programs which are niche programs. Linkages with the industry partners made the program offerings unique and advantageous on the part of the students.

Curricular offerings cater to the demands of the industry and the faculty trainings provided by the partner industries equip them with the appropriate knowledge and skills which they share with the students, contributing to the development of the students who are ready to work with the partners of Forbes College.

**CENTER FOR GLOBAL BEST PRACTICES**

Center for Global Best Practices (CGBP) is the foremost authority in best practices education in the Philippines. It is the leader in training executives, professionals, decision-makers in business and public organizations.

Its mission is to enhance the global competitiveness of individuals and institutions across different industries in South East Asia. With the desire of its founders to provide educational opportunities to Filipinos, they spearheaded the creation of Forbes College and Forbes Academy where they continue their benevolent support for these institutions. This now provides continuing education for its graduates.

**AQUENDE SCHOLARSHIP FOUNDATION**

This is an organization that seeks to uplift the lives of Albayano families through community service, scholarships and community development programs. Its mission is “ Nation building through the youth, education and community service".

It was founded by a young and idealistic Albayano - Atty.Hardy B.Aquende,CPA who believes that it is the role of his generation to uplift lives of the Filipinos and push for a better community.

**ACADEMIC PROCEDURES**

1. **ADMISSION**

**Admission Credentials**

The admission credentials are as follows:

1. For incoming freshman of any degree program, uncancelled report card (Form 138) from the school last attended with the eligibility certificate indicated and signed by the authorized school official. The submitted report card shall be considered cancelled upon enrollment in the degree program and the admitting school shall immediately request for the permanent record (Form 137) and Certificate of Good Character from the school last attended, birth certificate from PSA (photocopy) and ID pictures.
2. For second and higher years of any degree program, the prescribed transfer credentials

In no case shall the institution officially enroll a student who has not presented the proper enrollment credentials as required.

**Admission Procedure**

To be admitted to Forbes College an applicant:

1. takes the Forbes College entrance examination. Only students who passed the entrance examinations are interviewed and admitted to the college.
2. submits the requirements
3. for freshman
   * + Senior High School Card
     + 2 pcs 2x2 colored ID picture
     + Certificate of Good Character
     + photocopy of Birth Certificate
4. for transferee
   * + Transcript of Record or True Copy of Grades (for evaluation purposes)
     + Honorable Dismissal
     + Certificate of Good Character
     + 2 pcs 2x2 colored ID picture
     + photocopy of Birth Certificate
5. for life-long learners and ALS passers

* High School Card or ALS Certificate
* 2 pcs 2x2 colored ID picture
* Certificate of Good Character
* Photocopy of Birth Certificate

3. fills up application Forms

4. pays to the Cashier

5. receives the Registration Form

A student may be temporarily admitted pending submission of the above requirements. He has to sign a promissory note stating when he can submit all the credentials. Life-long learners and students enrolled in non-aligned tracks are required to enroll in the bridging re-tracking subjects required in the program.

**II. ENROLLMENT**

**Enrollment Schedule**

Enrollment shall be held as indicated in the school calendar or as specified by the institution following a specific procedure and subject to the following rules:

1. The enrollment of any student is for the entire term.
2. A student may enroll after the lapse of the enrollment period as specified by the institution and be admitted in accordance with the rules of admission of the school for late enrollment, but in no case shall exceed two (2) weeks after the opening of classes.
3. After enrollment, the transfer of a student to another institution is discouraged most especially if the student is graduating during the academic year.
4. No student shall be accepted for enrollment unless s/he presents the proper school credentials on or before the enrollment period for the school term.
5. A student is considered officially enrolled after he has submitted all the required credentials for enrollment, paid the enrollment fee and allowed to attend classes.
6. All other personal data of the student as indicated in his/her birth certificate, where applicable shall prevail.

**Enrollment Procedure During the Pandemic**

Forbes College adopts modified enrollment guidelines for parents, guardians, students and school personnel in the enrollment for SY 2021-2022 in accordance with CHED Advisory titled “Guidelines for the Prevention, Control and Mitigation of the Spread of the 2019-Novel Coronavirus Acute Respiratory Disease (2019-nCoV ARD) in Higher Education Institutions (HEIs)”. All of these advisories are developed in the context of the public health emergency due to COVID-19 and in line with minimum health and safety standards.

Forbes College is implementing online and onsite enrollment processes.

1. Online enrollment involves a remote procedure where the student makes use of any type of gadget and internet/data connection in order to enroll. This process covers all steps from inquiry to enrollment.
2. Onsite enrollment involves the physical presence of the person who is enrolling. Sanitation protocol is observed.

**Online Enrollment Guidelines**

1. The student fills out the online application form.
2. The Registrar checks the LIS for veracity of the information (whether he is a graduate of SHS or JHS) by using the LRN or his name as basis.
3. The enrollee is notified thru short messaging service, Facebook Messenger, or email for the interview schedule.
4. For a freshman the interview is conducted by the Student Services Coordinator or the VP for Academic Operations. For a transferee, the Dean conducts the evaluation based on the TOR or Certificate of Grades.
5. All interviews shall be done by video or phone. The Interview Result Form is submitted to the Finance Department for assessment of fees.

FORBES COLLEGE

INTERVIEW RESULT

NAME OF INTERVIEWEE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE INTERVIEWED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COURSE/TRACK/GRADE/YEAR LEVEL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| SUBJECT | LECTURE UNITS | LAB UNITS |
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|  |  |  |
|  |  |  |
| TOTAL NUMBER OF UNITS |  |  |

1. The Finance Department assesses the fees.
2. The enrollee pays.
3. The Finance Department informs the Registrar.
4. The Registrar sends online confirmation of enrollment and schedules the submission of all credentials.

**Onsite Enrollment Guidelines**

1. A freshman is directed to the VP for Academic Operations or Student Services Coordinator for interview. An incoming Grade 11 student is directed to the SHS Coordinator.
2. The enrollee fills up the Registration Form at the assigned room.
3. A college transferee is evaluated by the Dean or Program Chair on the basis of his TOR or Certificate of Grades. He accomplishes the Registration Form and submits it to the Dean for signature.
4. A Grade 12 transferee submits the Form 138/Report Card and is interviewed by the SHS Coordinator.
5. The enrollee proceeds to the Cashier, presents the Registration Form, and pays the enrollment fee.
6. The Registrar confirms the enrollment by stamping “ENROLLED” on the Registration Form and provides the student his copy.
7. The Registrar collects all the enrollment credentials.

**Dissolution of Classes/Subjects**

Classes with enrollment below 15 shall be dissolved. Students who are enrolled in these classes are required to transfer to other classes with the same subject descriptions provided that the total number of enrollees in a class will not exceed the maximum number allowed.

The Registrar shall recommend to the respective Deans and provide them with the list of subjects opened with the corresponding number of enrollees.

Dissolution of classes must be done 2 weeks after the official opening of classes. The students concerned are informed so that appropriate adding or dropping of subjects will be done.

**Withdrawal of Enrollment**

Withdrawal of enrollment is allowed until the day before the midterm examination. Charges are based on the date of filing of the Withdrawal Form at the Accounting Office whether or not the student has attended classes.

**III. ACADEMIC LOAD**

A student is required to carry the load every semester prescribed in his curriculum.

The subject load shall be in accordance with the approved curriculum of each degree program. Reasonable exceptions may be permitted taking into account the best interest of the student and the objectives of the educational system.

The load of a working student shall be limited to 18 units per semester. Request for overload shall require the approval of the Dean.

A student who incurred a failing grade and/or dropped any subject during a semester will not be permitted to overload during the following semester to make up for his failure.

A graduating student shall be allowed to carry a maximum of 30 units only during his terminal semester. However overload in the penultimate term may be availed of subject to approval by the Registrar, the Dean and the VP for Academic Operations.

**Pre-requisites**

As a general rule, a student shall not be permitted to take any subject until he has satisfactorily passed the prerequisite subject(s). However, a student is allowed to simultaneously enroll in prerequisite and a subsequent subject on condition that:

1. The prerequisite is a repeat subject.
2. The student has superior scholastic standing.
3. The student is graduating at the end of the school term.
4. The enrollment in a subsequent subject is approved by the Dean or any authorized academic official. (Legal basis: Art 19 Sec 91 CMO 40 Series 2008)

Subjects enrolled without the necessary pre-requisites shall not be credited regardless of the grades obtained. For a graduating student, a waiver approved by the Dean is required for enrollment in a subject and its pre-requisite(s) simultaneously. However, if the student fails the pre -requisite and passes the advanced subject, he will be required to enroll in both the pre-requisite and advanced subjects the following semester.

**Overload**

Upon the discretion of a school authority, a graduating student may be allowed additional subject loads of not more than six (6) academic units in excess of the normal load prescribed by the institution for the last school term. A graduating student may, on a case-to-case basis, be allowed to take several PE courses in a semester. Such request should include the following information:

1. Name of student;
2. Reasons justifying his failure to take PE classes in the previous semester;
3. The class schedule and the schedule of the requested PE classes; and
4. The endorsement of the Registrar with the statement “Graduating upon the completion of load”.

**Irregular Students**

An irregular student is:

1. a Senior High School graduate who is enrolled in non-aligned program

This student will be required to enroll the bridging subjects under the program he is enrolled in. (Example: a graduate of HUMSS has to enroll in Fundamentals of Business 1 and 2 if he intends to enroll in a Business Program like BSBA major in MF or BSBA major in MM)

1. high school graduate of the old curriculum

This student will be required to enroll in the bridging subjects offered under the program.

1. graduate of two-year or any TESDA program

This student will be required to enroll in the bridging subjects under the program.

1. transferee

The subjects taken in another school shall be given credit if they have equal or more than the required number of units and same course description. The crediting of subjects shall be approved by the Dean or any authorized official of the Institution.

**Adding and Dropping Subjects**

A student adds or drops subject(s) by filling the Change of Registration Form. He shall seek the approval of the Dean and the VP for Academic Operations. Approved forms should be filed at the Accounting Office for assessment and confirmation by the Cashier not later than the second week of classes or as scheduled by the Registrar.

Dropping of subjects is not just an escape route from a failing grade. More importantly, it allows freedom to make decisions in academic life.

Dropping may be done before the midterm exams. Dropping of subjects with re-assessment is allowed during the registration period only. If dropping is done after the mid-term examination the student pays the fees for the subject in full.

A student is not allowed to drop more than ten (10) units.

To drop a subject the student secures a Change of Registration Form from the Registrar's Office, fills it up and secures approval from the professor, Dean and VP for Academic Operations. The Official Transcript of Record of the student will bear the mark “D.”

**Crediting of Subjects Taken in Other Institutions**

A subject taken in other institutions shall be credited if it has equal or more than the number of units required in the Forbes College curriculum and has the same subject description.

**Shifting**

A student who cannot meet the requirements of one course shift to another provided he meets the requirements of the latter. He accomplishes an application form for the purpose and seeks the approval of the Dean and the VP for Academic Operations.

If he cannot meet the requirements of any other course, he shall be advised to leave Forbes College as outlined in the scholastic delinquency policies.

**Discontinuance of Studies and Leave of Absence**

Discontinuance of studies results through:

1. the issuance of transfer credentials issued by the Registrar for reasonable cause;
2. petition of the student; or
3. order of dismissal by the President after the commission of a major offense.

A student who would like to leave Forbes College temporarily must secure the Leave of Absence Form from the Registrar's Office. He shall seek the permission of the Dean. The period of absence shall be counted for the purposes of maximum residency rule.

1. **GRADING SYSTEM**

For subjects with lecture component only the term grade shall be computed as follows:

Attendance 10%

Major Exam 25%

Project 10%

Quiz 25%

Recitation/Participation 30%

**TOTAL** 100%

The subject grade shall be computed as follows:

**Subject grade** = (Prelim x 20%) + (Midterm x 20%) + (Pre-finals x 25%) + (Finals x 35%)

For subjects with both lecture and laboratory components the term grade shall be computed as follows:

**LECTURE GRADE PER TERM LABORATORY GRADE PER TERM**

Attendance 5% Attendance 5%

Major Exam 30 Major Exam 25

Project 20 Project 50

Quizzes 20 Lab Activities 20

Recitation 25

**TOTAL** 100% **TOTAL** 100%

The grades shall be computed as follows:

**Term grade** = (Lecture grade x 40%) + (Laboratory Grade x 60%)

**Subject grade** = (Prelim x 15%) + (Midterm x 20%) + (Prefinals x 25%) + (Finals x 40%)

For BSIT- Digital Animation Demo Reel Evaluation

**Criteria**

Concept and Presentation 15%

Computer Animation 20

Character Animation 20

Digital Computing 20

3D Modeling 15

Graphic Design 10

**FACULTY EVALUATOR’S GRADE** 100%

The subject grade shall be computed as follows:

**Subject grade** = (Faculty Evaluator's Grade x 50%) + (Industry Evaluator's Grade x 50%)

For capstone project

**PRELIM TO PREFINALS ORAL DEFENSE (FINALS) GRADE**

Individual tasks 25% Oral defense 40%

Group participation 25 System 30

Deliverables 20 Document 30

Group grade 25

Attendance 5

**Total** 100% **Total** 100%

The subject grade shall be computed as follows:

**Subject grade** = (Prelim x 15%) + (Midterm x 20%) + (Prefinals x 25%) + (Finals x 40%)

**Minimum, Passing and Maximum Grades**

The passing grade for every subject is 75. The lowest grade is 65 which indicates 0 (zero) performance. The highest grade is 95 which indicates excellent performance.

**General Weighted Average**

To compute the general weighted average (GWA), the formula is:

GWA =

**Non-numeric Grades**

Non-numeric grades are as follows:

**Passed** for grades equal to 75 more higher

**Failed** for grades below 75

**DRP (Dropped)** for subjects officially dropped. The same is given to a student whose absences are more than the allowed number for the term. If dropping is done after the preliminary term, the student is given a failing mark.

**NA (No Attendance/Not Attending)** for a subject never attended

**INC (Incomplete)** for a subject whose requirements are not complied with. If the student is not able to comply 15 days after the major exam, the INC becomes 65. An INC should be removed within one (1) academic year. Otherwise, it becomes 65.

**Grading Criteria in the New Normal**

**Term Grade**

|  |  |
| --- | --- |
| **Criterion** | **Weight** |
| Activities/tutor mark assignment | 35% |
| Recitation/performance | 25% |
| Term exam | 40% |

**Subject Grade**

|  |  |
| --- | --- |
| **Term** | **Weight** |
| Preliminary | 20% |
| Mid-term | 20% |
| Pre-final | 25% |
| Final | 35% |

Attendance is removed from the criteria since not all students can attend the online class because of poor network signal or gadget unavailability. Teacher can still give quizzes but can be counted as performance grade. For computer subjects, lecture and laboratory grade were combined for less preparation. Faculty can give a maximum of 8 activities or tutor mark assignment in every semester.

1. **EXAMINATIONS**

The major examination of a term must be held on the given schedule in the academic calendar. Major examinations are held every term (Preliminary, Mid-term, Pre-final and Final). A student must present his examination permit to the proctor before taking the examination. No student shall be allowed to take the examination without a permit.

**Special Examination**

If the student fails to take a major examination during the scheduled date he will be allowed to take the special examination if he presents a Special Examination Form signed by the Student Affairs Coordinator supported with medical certificate or excuse letter.

A special examination may also be administered if a student is unable to pay his fees on time.

A student is allowed to take the special examination within fifteen (15) days after the schedule for Prelim to Prefinals and seven (7) days for Finals. Beyond such periods, he is given 65 for the Prelim to Prefinal terms and INC for the Final.

1. **ATTENDANCE**

Student attendance is graded as follows:

**Attendance grade** = x 30 + 65

A student is allowed to be absent for a maximum of 20% of the total number of hours for the whole semester. Those who will exceed will automatically be considered dropped if incurred during the prelim period or failed if during midterm or finals.

A student can be late for 15 minutes. Beyond that he will be marked absent.

A student who incurs 2 or more absences within the week shall be required to accomplish the Re-admission Form from the Student Services Office with the excuse letter as attachment. In case of illness for prolonged period, a medical certificate from the attending physician shall be secured and presented to the Student Services Coordinator.

1. **GRADUATION**

The institution confers degrees and titles only to a student who has satisfactorily completed all the academic requirements in the curriculum based from the student's records in the Office of the Registrar.

Graduation exercises are considered part of the regular school activities regardless of the venue. A graduating student is required to pay the graduation fee. A student with any deficiency will not be allowed to graduate.

**Evaluation for Academic Credit**

A regular student files his application during the preliminary terms; an irregular student, at the beginning of the school year. The result is issued two (2) weeks after request was made.

A preliminary deliberation shall be conducted when the midterm grades are available and the final deliberation after the submission of the final grades of the candidates for graduation. A list of candidates indicating deficiencies shall be posted after deliberation.

**Diploma, Transcript of Records and Certificate of Completion**

A diploma, Certificate of Completion and Transcript of Records are documents confirming a student's completion of the requirements for finishing a course. The Registrar's Office issues them upon recommendation of the Dean and the VP for Academic Operations.

A student who applies for a diploma, Certificate of Completion or Transcript of Records must secure clearance. The form is issued by the Cashier's Office.

**VIII. SCHOLASTIC ACHIEVEMENTS**

**Dean's List**

A student with outstanding performance may be included in the Dean's List of achievers during a semester provided that he meets the following conditions:

1. nominee has regular load or at least 18 units at least 6 of which are for major subjects;
2. nominee has a GWA not lower than 90,excluding grades in NSTP, PE and Euthenics;
3. nominee has actively participated in one major school activity such as Intramurals and Foundation Day, and one minor activity such as a seminar or training within the semester; and
4. nominee has no failing grade or INC during the semester.

A student who has been a Dean's Lister for at least six (6) semesters will be awarded with an academic distinction on graduation.

**Graduation Honors and Awards**

Graduation is an award or an acceptance of an academic degree or diploma. Honors are bestowed in recognition of outstanding achievement and awarded to a student attaining the required proficiency. Forbes College supports academic achievement and is pleased to recognize and reward students whose performance merits special attention.

An Honors and Awards Committee shall decide on graduation matters. It shall be composed of the following:

VP for Academic Operations Chair

Deans Members

Program Chairs Members

Registrar Member

**Eligibility for Academic Honors**

A graduating student is eligible for academic honors if he:

1. carried the normal load prescribed in all semesters;
2. has no grade lower than 80% in any subject;
3. has no record of grave misconduct
4. obtained at least 75% of the total academic units from Forbes College;
5. has been in residence for at least 3 years prior to graduation; and
6. completed the course in not more than four (4) years for a baccalaureate program and not more than two (2) years for non-baccalaureate program.

A graduating student need not apply for honors. The Registrar's Office generates the list of candidates from the computer system. The list shall be confirmed by the Deans and the VP for Academic Operations and approved by the President.

|  |  |  |
| --- | --- | --- |
| **Academic Award (for**  **(non-baccalaureate)** | **Academic Award**  **(baccalaureate)** | **GWA (%)** |
| With Highest Honor | Summa Cum Laude | 95 - 100 |
| With High Honor | Magna Cum Laude | 92 - 94.99 |
| With Honor | Cum Laude | 89 - 91.99 |

The following are the academic honors and the corresponding General Weighted Average (GWA) requirements.

Grades obtained in all subjects, including PE, will be considered in the computation of the General Weighted Average. For transferees, grades in subjects taken in other schools are included. For shifters, all grades obtained in other programs are included. GWAs must not be rounded-off.

**Student Leadership Award**

The Student Leadership Award is given to a student who is able to balance his academic studies with student activities. This award gives recognition to a student who has rendered exemplary service to the College and student organization through active leadership.

To qualify, the candidate must:

* have a residency of at least 3 years
* have a GWA of at least 85%; no grade lower than 80% in any subject
* be the head of at least one (1) recognized organization on campus and with outstanding performance for two(2) years as certified by the Student Services Coordinator; and
* possess good moral character and must not have committed any major offense as certified by the guidance Counselor.

**Good Scholastic Status**

1. Academic status is based solely on the students' scholastic performance. Grades in PE and NSTP are excluded.
2. The minimum load for a full-time student is fifteen (15) units. A student with lower academic load is allowed to enroll on a case-by-case basis as approved by the Dean.
3. Any student who fails to pass a minimum of eighteen (18) academic units of major subjects in one school year shall be disqualified in the program for the next semester. If the student fails again in the new program, he is dismissed from the institution.
4. A student finishes the requirements of a course using the same curriculum within the period of actual maximum residency rule(MRR) which is equivalent to two (2) times the normal length prescribed. To request waiver of MRR, the student seeks the written approval of the Dean, Registrar and the VP for Academic Operations stating the reason for such request.
5. A student in good standing who desires to leave the institution shall secure a clearance and pay the fees for Transcript of Record, Certificate of Good Character and Honorable Dismissal.
6. A student who leaves the institution as a result of disciplinary action shall be issued the Transcript of Records or Certification of Academic Status that states the disciplinary action rendered against him. He is not entitled to an Honorable Dismissal.
7. A student follows the same curriculum he started with and completes it within the maximum length of time allowed for residence. Beyond the maximum residency, the student will be covered by the new curriculum.

**IX. ONLINE CLASSES**

1. Forbes College shall provide every student with a G-Suite account. The tentative password given shall be changed upon activation of the account within 12 hours. A recognizable profile picture shall be used.
2. Sharing of account username or password is a major offense.
3. All classes shall be conducted through Google Meet.
4. The official learning management system of Forbes College is Google Classroom and all learning materials shall be available therein.
5. Communication with teachers shall be through Gmail, Google Classroom or Facebook Messenger.
6. A Facebook Messenger group chat shall be set up for communication outside the class schedule.
7. A student's Facebook account must bear his actual picture and real name in full written using the English alphabet.
8. Attendance in every class is required. In case of unavoidable absence, a student must consult the teacher. For a student to be excused, his parent or guardian must state the reason in a message sent before the class begins.
9. Every student must be in uniform. If it is not yet available, white shirt with sleeves shall be worn.
10. Every student must log on 10 minutes before the start of a session unless he has a prior class.
11. Every student shall avoid distractions during an online class. Eating is not allowed. Any student under the influence of liquor shall not attend any class.
12. The camera shall be turned off only upon instruction. When it is on, a student shall show his face entirely.
13. The microphone shall be turned on only when a student speaks.
14. Discussion of topics or playing videos not related to the lesson is prohibited. An online class is a venue for relevant learning.
15. A five to ten-minute break shall be taken after one hour of class.
16. If a student needs to be away from the class, he must ask for permission from the teacher through a chat message.
17. Misbehavior like cyberbullying, flaming, or cursing shall be ground for disciplinary action.
18. Assignments must be completed within the period specified by the teacher. Except when the reason is valid, any work submitted late shall not be given credit.
19. When using intellectual properties, a student shall respect copyrights and acknowledge the owners. Copying other students’ output is plagiarism. Letting others perform one’s tasks is dishonesty. Such acts are strictly prohibited.
20. Every student shall check his email box daily and turn on notifications from Google Classroom and Facebook Messenger.
21. For any other issue regarding online classes, the assistance of the teacher must be sought.

**STUDENT SERVICES**

Student services refer to the programs and operations that support the academic experience of the students in order for them to attain holistic development.

**I. STUDENT WELFARE**

The basic services and programs are needed to ensure and promote the well-being of students.

1. Information and Orientation Services comprise the activities involving the conduct of information dissemination to all students about the school, its personnel, policies and regulations related to academics, finance, and facilities. The institution conducts orientation program and distributes materials like the Student Handbook during the activity.

2. Guidance Service enables the students to develop their potentials to the fullest using an integrated approach. Counseling is designed to facilitate positive change in student behavior, feelings and attitudes through individual or group intervention. Information about the students is gathered through the use of psychological tests and non-psychometric devices. Follow-up is done to systematically monitor and determine the effectiveness of guidance activities, in general and placement in particular. Referral service is provided to coordinate with a multi-disciplinary team of specialists to ensure that special needs of students are met.

3. Career and Job Placement Services are provided for internship, occupational fitness and employment.

4. Economic Enterprise Development caters to the other economic needs of the students.

5. Student Handbook Development upgrades the mechanisms to archive and retrieve previous student handbooks for purposes of improving the current version and updating it into accessible formats.

**II. STUDENT DEVELOPMENT**

There are programs and activities designed for the enhancement and deepening of leadership skills and social responsibility. They include support for student organizations, councils, and publications. Student activities are approved, supervised, monitored and evaluated. They include leadership training, sports, volunteer projects, and peer help program.

**Guidelines in the Establishment and Operation of Student Organizations**

All student organizations are established with their purposes in accord with the mission, vision and philosophy of the institution. They must abide by all the institution's policies, rules and regulations, laws of the land, morals, good custom and public order. Membership in any organization shall be voluntary and open to all bona fide students.

1. Application for Accreditation

Any group of at least fifteen (15) students may form an organization and file an application for accreditation. The following are required:

1. Application Form from the Student Services Office
2. A copy of the constitution and by-laws signed by all its officers, members and adviser(s).
3. A list of the founding adviser(s), officers and members including the permanent addresses and contact numbers.
4. Detailed programs of activities for 2 semesters
5. Leaflet of the organization
6. Renewal of Accreditation

Renewal to operate is on a yearly basis and application shall be done within 30 days after the start of the regular classes during the first semester. Required documents are as follows:

1. Application Form
2. Updated list of the officers and members, including addresses and contact numbers
3. A detailed programs of activities for 2 semesters
4. Accomplishment Reports for the last 2 semesters
5. Audited Financial Statements for the last 2 semesters based on the program of activities
6. Recent leaflet of the organization
7. Photocopy of the bank book
8. Evaluation of every activity conducted
9. Other documents as may be required by the institution.

3. Organization's Constitution and By-Laws

Provisions in the constitution and by-laws of the different organizations shall conform to the existing rules and regulations of the institution and the CHED. They include but are not limited to the following:

1. Official name of the organization
2. Detailed declaration of the purposes of the organization
3. Duties, responsibilities and privileges of members
4. Frequency of meetings
5. Procedure for the selection and removal of officers, members and adviser(s)
6. Titles of officers, their duties and authority
7. Provision stating that the policies, activities and finances of the organization are subject to the control of the majority of its voting membership
8. Procedure for decision-making in the name of the organization (must include the definition of the quorum)
9. Provision on amendment process
10. Provision against HAZING and for participation in activities on anti-drug abuse, awareness and prevention

**Name Change**

Any organization wishing to change the name under which it was originally recognized should submit a letter to the Student Services Office requesting that the organization be recognized under the new name, signed by the officers and the adviser(s).

**Grounds for Denial of Accreditation**

The application for accreditation of student organization shall be denied on any of the following grounds:

1. Non-compliance with the requirements for accreditation and/or its renewal;

2. Evidence showing non-compliance on the submission of documents required at the end of each school year;

3. Implementing programs, projects or activities without prior approval of the institution officials who are in-charge of the management and supervision of the organization.

4. Unsatisfactory performance in carrying out its programs, projects and activities in accordance with the goals and objectives of its constitution and by-laws

5. Any violation of the organization's Constitution and By-Laws, school rules and regulations, CHED order, and other existing laws

6. The organization has not undertaken activities for 2 semesters.

An appeal may be filed by the organization to the College Dean within 10 days after receipt of notice. The written appeal must state all the reasons why the student organization must be accredited/re- accredited.

The College Dean shall meet with the organization officers and make his recommendation to the VP for Academic Operations based on the information gathered. The VPAO will submit the same to the President for approval.

Written notification of the President's decision will be forwarded to the organization within 10 days upon receipt of the decision.

The decision of the President is final. Any student organization which does not seek or renew its recognition shall not be allowed to operate and shall be subject to the rule of disbandment.

**Loss of Accreditation**

A student organization's accreditation may be revoked or suspended by the Accreditation Committee if the organization is found to have violated the policies, rules and regulations of the institution. An appeal may be filed by the organization following the prescribed process.

Any bona fide student, faculty member or any employee of the institution may file a written and sworn complaint against any student organization for violating the rules, regulations and policies of the institution. Such complaints, together with the supporting documents, must be filed with the Student Services Coordinator. The SSC will convene the Accreditation Committee to discuss the complaint. All complaints must be resolved following the procedure contained in this handbook.

**Privileges of Accredited Student Organizations**

Accredited student organizations can:

1. use the name of the institution as authorized

2. use the institution's facilities, services and resources for their activities according to established policies of the institution

3. request assistance and advise from the Office of Student Services

4. participate in the institution-sponsored programs designed to help student organization members develop better organizational and leadership skills

5. promote the organization and campaign for membership in all campuses

6. collect membership fees and dues and conduct fund raising projects

7. sponsor student convocations and programs and invite outside speakers.

**Criteria for Selecting a Student Organization Adviser**

All recognized student organizations are required to have an adviser or set of advisers. In case there are two advisers, one of them shall be the Senior Adviser; in case there are three or more advisers, one of them shall be the chairman of the Board of Advisers. Organization has the right to choose its own adviser subject to the following conditions:

1. The adviser must have a previous experience with the organization and is willing to share knowledge and skills to develop the organization.
2. The adviser must be a full-time employee, if non-teaching and part time full load employee, if teaching.
3. No faculty member may become adviser of more than two (2) organizations.
4. The adviser must be willing to serve the organization for a minimum of one (1) year.
5. The adviser must be available for consultations and meetings with the organization.
6. The adviser is able to guide the organization in achieving the goals and programs in a given year.

**Responsibilities of the Adviser to the Organization**

The adviser must:

1. make himself available for consultation to all members and officers of the organization.
2. attend meetings of the organization;
3. assist in the planning of activities of the organization to ascertain that the activities are aligned with organizational objectives;
4. be present or be with the members of the organization in their activities or when the organization goes out of the institution to represent it;
5. foster unity and camaraderie among officers and members of the organization and serves as arbiter of all internal conflicts;
6. oversee the financial management and accountability of students; be co-signatory to any bank transaction entered into by the organization; and
7. be accountable, together with the officers, for any breach of the rules and regulations of the institution.

**Responsibilities of the Organization to the Adviser**

The organization must:

1. involve the Adviser in the planning of programs, events, activities, issues and concerns that affect the organization and to notify the adviser well in advance of the schedule of the meetings and events; and
2. respect the opinion/s of the adviser on issues which affect the welfare of the organization and its members as well as the prestige of the institution.

**Approval of Activities**

All activities of recognized student organizations whether on-campus or off-campus are considered school-sanctioned. These activities must ensure the preservation of values and integrity upheld by the institution. All leaders and members of these organizations must abide by the policies and guidelines of the institution.

Recognized student organizations should submit an activity proposal to the Student Services Coordinator for approval of the Dean and the VP for Academic Operations. The proposal must contain the funding requirements, objectives, sample solicitation letter if any, possible income that will be generated if any, and other aspects of the activity.

Any recognized student organizations may be allowed to sponsor fund-raising activity and to solicit money only upon prior recommendation of the SSC, Dean and approval of the VP for Academic Operations.

**Publicity Regulations**

All recognized student organizations must observe the following in their promotional activities:

1. All posters or written announcements to be posted inside the institution must bear the stamp of approval of the Student Services Coordinator, Dean and the VP for Academic Operations. Banner, billboard, flyers or any printed materials to be circulated must be pre-approved by the same school officials.
2. Posters must be placed only on the designated bulletin boards. - All posters, banners, leaflets must be removed by the concerned organization a day after the activity is finished.
3. Any organization that violates the regulation above shall be subject to disciplinary action.

**Accomplishment and Financial Reports**

At the end of the semester, all recognized student organizations must submit their respective accomplishment and financial reports to the Student Services Coordinator for clearance and renewal.

Financial Reports should accompany proof of purchase (receipts, sales invoice, etc.) and acceptance (i.e. delivery receipt). Receipt printed on thermal paper must be photocopied immediately since print on this kind of paper does not last long.

**Student Organization Clearance**

All officers of recognized student organizations and student government are required to secure a clearance from money or property accountability from the school authorities concerned. This is in addition to the student clearance as a requirement for enrollment.

Officers of dissolved organizations, whether the dissolution is voluntary or otherwise, shall be required to secure a clearance from money or property accountability from the school authorities concerned. Funds of the dissolved organization shall automatically be transferred to the Student Council Fund.

**Other Rules**

All amendments to the Constitution and By-Laws of any student organization are subject to the approval of the Student Services as recommended by the Adviser and the Dean concerned. Other subsequent and supplementary rules and regulations promulgated by the institution shall be effective upon the date of their adoption. Directives, regulations and issuances of CHED shall be effective on the date prescribed.

**Student Government**

The Student Government serves the institution by assisting on issues and concerns involving students and the institution. It provides a channel of communication between the students and the administration. All students are encouraged to vote and to seek any elected or appointed position, if they meet the criteria. Membership consists of elected President, Vice President and Senators and appointed cabinet members and committee members.

For leadership training there are programs to develop and enhance leadership effectiveness in the personal and organizational levels.

Through student discipline institutional rules and regulations governing behavior and conduct are judiciously implemented. Rules and regulations cover gender sensitivity, persons with disabilities and bullying. There is a discipline committee to ensure due process in dealing with student misconduct. There are mechanisms for addressing student grievance.

Student publication refers to the official newsletter, organ, journal and such other student-oriented print and non-print media of the college. This is in support of RA 7079, otherwise known as "Campus Journalism Act of 1991". Mechanisms are established to ensure that the provisions under this Act are complied with.

**III. INSTITUTIONAL STUDENT PROGRAMS AND SERVICES**

These are programs and activities that facilitate the delivery of essential services to the students Among them are Admission, Scholarship and Financial Assistance, Food, Health, Security and Safety Services for Students with Special Needs, Sports, and Social and Community Involvement.

Admission Services take care of the processing of students' entrance and requirements. (Please refer to the previous discussion om Admission).

Scholarships and Financial Assistance manages, generates and allocates funds for making education accessible to poor but bright students.

**AQUENDE SCHOLARSHIP PROGRAM**

Aquende Scholarship Foundation, in partnership with Forbes College, recognizes the excellent academic performance and community service abilities of graduating high school students by providing scholarship assistance to those who are driven to make a difference in the society. Recognizing the importance of having a college graduate in every Bicolano family, the Aquende Foundation also grants partial scholarship subsidy to every high school graduate who has a strong desire to finish college education to be able to help his family and to have a bright future.

The **Aquende Scholarship Foundation** would like to recognize these students, who should be models for the youth and should be active in nation-building for a better Philippines. This is the same principle on which the Aquende Scholarship Foundation has been established. A young idealistic Albayano who realized that it is the role of his generation, guided by dedicated teachers, to secure the future of the next generation and of this country, **ATTY.HARDY B. AQUENDE**, a CPA and a New York esquire, started the foundation with the gifts he received from his wedding in 2013. He pursues scholarship grants for deserving Bicolanos and is an ardent advocate of the youth, education and community development.

The scholarships available and the guidelines for availing of them are as follows:

1. Entrance Scholarship

1.1 General Criteria of Eligibility

1.1.1 At least high school graduate and belonging to the top two (2) of the graduating class of a minimum of forty (40) graduates in his batch.

1.1.2 Of good moral character

1.2 Documentary Requirements

1.2.1 Application for Scholarship

1.2.2 High School Report Card or Form 138.

1.2.3 Certificate of Good Character from the school

1.2.4 Certification of honor or graduation rank from the Principal

1.2.5 2x2 ID picture (1) pc

1.2.6 Scholarship Certificate issued by Aquende Foundation

1.3 Scholarship Privileges

1.3.1 An incoming first year student who graduated Valedictorian enjoys full scholarship or 100% subsidy for all tuition and miscellaneous fees. A Salutatorian is awarded a 50% subsidy.

1.3.2 The scholarship continues into the following year provided the scholar meets all the requirements.

1.4 Scholar's Obligations

1.4.1 The scholar must carry the regular academic load prescribed by the course.

1.4.2 He must pass all subjects and maintain a GWA of 88% or higher with no grade below 80% in any subject during the duration of the scholarship.

1.4.3 He must not commit any infraction of the rules on student discipline.

1.4.4 He must attend all the meetings called by the Aquende Scholarship Foundation.

1.4.5 He must actively participate in the community service programs of the Aquende Scholarship Foundation and be an active member of the Kabataan Para sa Bayan.

1. Aquende Community Service Leadership Award

2.1 General Criteria (the same as for Entrance Scholar)

2.2 Documentary Requirements (the same as for Entrance Scholar)

2.3 Scholarship Privileges

2.3.1 He is entitled to full scholarship or 100% subsidy.

2.3.2 The scholarship continues into the following year provided the scholar meets all the requirements.

2.4 Scholar's Obligations (same as for Entrance Scholar except that he must pass all subjects and maintain a GWA of 81%, with no failing grade in all subjects.)

3. Academic Scholarship

3.1 General Criteria of Eligibility

3.1.1 He must obtain a GWA of 88% or higher and with no grade below 80% in any subject of the previous semester

3.1.2 He must be enrolled in a regular academic load the previous semester. 2.1.3 Must comply with the documentary requirements and submlt them to the Registrar for evaluation.

3.2 Documentary Requirements

3.2.1 Certification of Grades of the previous semester from the Registrar

3.2.2 Accomplished Aquende Scholarship Application Form for Scholarship from the Registrar's Office

3.2.3 Official notification of the continuing scholarship from the Registrar

3.3 Scholarship Privileges

3.3.1 Full scholarship or 100% subsidy by the Aquende Scholarship Foundation of all tuition and fees.

3.4 Scholar's Obligations

3.4.1 The scholar must carry the regular academic load prescribed by the course.

3.4.2 He must pass all subjects and maintain a GWA of 88% or higher and no grade below 80% in any subject during the duration of the scholarship.

3.4.3 He must not commit any infraction of the General Rules of Conduct and Discipline.

3.4.4 He must be able to finish the course within the prescribed period.

3.4.5 He can drop a maximum of two (2) dropped subjects

3.4.6 he must attend all the meetings called by the Aquende Scholarship Foundation.

3.4.7 He must actively participate in the community service programs of the Aquende Scholarship Foundation and be active members of the Kabataan

4. General Scholarship (Partial Tuition Fee Subsidy)

4.1 General Criteria of Eligibility

4.1.1 At least high school graduate

4.1.2 Good character

4.1.3 Compliance with the documentary requirements

4.2 Documentary Requirements

4.2.1 High School Card or Form 138

4.2.2 Certificate of Good Character from the School

4.2.3 2x2 ID picture, 1 pc

4.2.4 Application for Scholarship

4.2.5 Result of Entrance Examination

4.2.6 Aquende Foundation Scholarship Voucher

4.3 Procedure for Application

4.3.1 Submit scholarship application to the Registrar

4.3.2 Pay the Exam Fee of Php 50.00 to the Cashier

4.3.3 Take the Entrance Exam/Scholarship Exam and wait for the result

4.3.4 Be interviewed initially by the Dean or VP for Academic Operations

4.3.5 Be finally interviewed with parent(s) to be conducted by the President of the Aquende Scholarship Foundation.

4.3.6 Receive the scholarship voucher

4.3.7 Present the scholarship voucher to the Cashier during enrollment

4.4 Scholarship Privileges

4.4.1 Partial scholarship as indicated in the scholarship voucher.

4.4.2 Continued partial scholarship into the succeeding semester provided the recipient meets the requirements set forth by the Aquende Scholarship Foundation.

4.5 Scholar's Obligations

4.5.1 The scholar must carry the regular academic load prescribed by the course.

4.5.2 He must pass all subjects.

4.5.3 He must not commit any infraction of the General Rules of Conduct and Discipline.

4.5.4 He must finish the course within the prescribed period.

4.5.5 He must not drop more than two (2) subjects

4.5.6 He must apply for the renewal of the scholarship grant every semester.

4.5.7 He must attend all the meetings called by the Aquende Scholarship Foundation.

4.5.8 He must actively participate in the community service programs of the Aquende Scholarship Foundation and be an active member of the Kabataan Para sa Bayan.

4.6 Documentary Requirements for the Renewal of Scholarship

4.6.1 Certification of Grades from the Registrar

4.6.2 Certificate of Enrollment in the succeeding semester from the Registrar

4.6.3 Photocopy of the accomplished registration form of the current semester

All the preceding scholarships are not applicable to second coursers. Freshmen and transferees can apply for the Aquende General Scholarship Program.

5. Externally-Funded Scholarship Grants/Financial Assistance

Students are assisted by the Student Services Coordinator to avail of the scholarships/financial assistance from other private entities or government agencies as follows:

a. Commission on Higher Education

b. AKO-Bikol

c. DOST

d. OWWA

e. CSCD International

f. Congressional Initiatives

**Food Service**

Forbes College ensures the availability of adequate, safe and healthful food within the campus and immediate vicinity in accordance with the food, safety and sanitation guidelines of the Department of Health. An accredited concessionaire is providing the required food service to the employees and students of Forbes College.

**Health Service**

Forbes College has primary health care and wellness program. The Medical and Dental Clinic provides the basic health service to the students and employees namely:

1. Annual physical health and dental examination
2. Daily Consultations and first aid treatment
3. Emergency cases, most especially during intramurals and other athletic activities
4. Referral of special cases to proper authorities
5. Lectures and instructions on management of illness

Forbes College also conforms to the Comprehensive Dangerous Drugs Act of 2002 and abides by the stipulations stated therein.

In order to provide health service, Forbes College signed a MOA with the medical and dental licensed physicians and maintains a full time Registered Nurse.

**Security and Safety Service**

For a safe and secure environment Forbes College provides a security force whose members are licensed and well-trained physically and professionally. Security service is provided 24/7 inside the campus.

In compliance with Republic Act 10121, the "Philippine Disaster Risk Reduction and Management Act of 2010", Forbes College conducts First Aid Training among selected students and employees. It conducts seminars on Disaster Risk Reduction and Management which includes preparation for and awareness of disaster occurrence, RA 9512, (Environmental Awareness Act), and fire safety. It conducts fire and earthquake drills on a quarterly basis.

The emergency evacuation plan is posted in strategic places to show the emergency exit routes in all the buildings of the institution. An Incident Command System is also established.

**Services for Students with Special Needs and Persons with Disabilities**

These are programs and activities designed to provide equal opportunities to Persons with Disabilities, indigenous people, solo parents, etc.

Forbes College accepts students under this category. Their schedule of classes is prepared taking into consideration their situations, like the location of their classrooms and the time between classes.

Sports Development Programs are designed for physical fitness and well- being of students. Forbes College conducts the annual Intramural Activities which include ball games, indoor games (applicable for PWDs), while cultural sports and activities are conducted during Buwan ng Wika.

**Social and Community Involvement Programs**

Forbes College develops social awareness, personal internalization, and meaningful contribution to nation building. Through the NSTP and its partnership with the Aquende Scholarship Foundation, the institution is engaged in various yearly activities like feeding programs for malnourished children, coastal clean-up, Christmas gift-giving to senior citizens, tree planting, and blood donations in cooperation with the local DOH.

All students enrolled in Forbes College, including its employees are covered with insurance.

**IV. STUDENT DISCIPLINE**

The rules of discipline are as follows:

1. Every student should dress and behave with dignity. Childish and irresponsible behavior, like sleeping during classes, shouting in the campus or inside school premises do not speak well of a student and his character.

2. All students are required to wear the ID card as soon as they enter Forbes College and while inside the premises of the school. Students without it will not be allowed to enter.

3. Immoral or disgraceful conduct is subject to disciplinary action.

4. Public display of romantic affection such as but not limited to kissing and petting is not allowed within the school premises.

5. Every student must stay in the officially designated room during a scheduled class period.

6. Each student must show respect and obedience to persons vested with authority. Respect and consideration to fellow students must also be practiced.

7. Vulgar, profane, or dirty language is not allowed.

8. Making any unnecessary noise or any distracting activity must be avoided.

9. Coaching, cheating, or any form of dishonesty relative to examinations is ground for appropriate disciplinary action by the faculty member.

10. Every student is responsible for keeping the classrooms and the premises clean. Littering within the school premises is not permitted.

11. Forbes College is a smoke-free so no one is allowed to smoke while inside the school premises.

12. A student under the influence of or in possession of liquor or prohibited drugs shall not be allowed to enter Forbes College premises.

13. Forbes College properties and equipment must be used with proper care and discretion. Writing on walls, tampering with books and other documents, carving on chairs and other acts of vandalism shall be dealt with appropriate disciplinary action.

14. Tampering with legal papers and official documents (e.g., forging the signature of faculty members and Forbes College officials, receipts, etc.) shall constitute a ground for automatic dismissal.

15. Solicitation is not allowed among students and teachers. Financial transactions between employees and students are also prohibited.

16. Carrying of deadly weapons inside Forbes College shall be cause for dismissal or expulsion.

17. Carrying and distributing of pornographic materials shall be cause for dismissal.

18. Cell phones and other electronic gadgets that may cause class distraction shall be turned-off while inside the classroom. In exceptional cases (e.g. expecting an emergency call), cell phones maybe placed in silent or mute mode, and any reply to emergency call should be made outside the classroom or lecture hall, with the permission of the instructor.

19. A student who has been convicted by a court of law of any crime shall automatically be dismissed from Forbes College.

**Types Of Offenses**

1. Major Offenses
2. Acts of violence, assault, physical injury, or grave threat committed inside Forbes College
3. Possession of deadly weapons, destructive materials inside the campus such as but not limited to firearms, explosives, and prohibited drugs
4. Possession or drinking of alcoholic beverages within Forbes College or its immediate vicinity
5. Robbery, theft, vandalism, or destruction of property
6. Immoral, disgraceful, or dishonorable conduct even outside the campuses especially when the reputation of the school is adversely affected
7. Falsification or tampering with records or documents, or submission of such documents knowing them to be falsified or tampered with
8. Leading, participating in, or instigating others to join mass actions, rallies, or movements, towards defying or disobeying school policies, guidelines, rules, and regulations and legitimate orders or instructions of school authorities or faculty members in the exercise of their official duties or functions even if committed outside Forbes College
9. Repeated commission of minor offense despite previous admonition, warning, or reprimand
10. Gambling in any form within the campus
11. Cheating or any form of dishonesty relative to an examination
12. Discourtesy towards school officials, faculty members, office personnel, or fellow students committed inside the campus

A student who refuses to cooperate with school authorities (e.g., refusing to identify the student who violated a school regulation when he knew the offender) may be subjected to the imposition of serious penalties as stated in the Manual of Regulations for Private Higher Education.

2. Minor Offenses

a. Entering Forbes College without wearing the ID Card and without any written permission from a school administrator

b. Repeated use of vulgar, profane, dirty, insulting or derogatory language inside the campus

c. Shouting and other boisterous acts

d. Aimlessly loitering, loafing or standing by in the corridors, stairways, vacant rooms, or any office without any legitimate purpose or reason

e. Smoking

f. Littering inside the classrooms, corridors, stairways, or lobby

g. Gossiping, discrediting, or intriguing against the honor, reputation, integrity and character of school officials, faculty members, office personnel, and fellow students inside Forbes College

**Sanctions**

Forbes College provides just and reasonable sanctions for violations as deterrents to violations against the Code of Behavior and Decorum and other regulations.

A written warning or simple reprimand with a disciplinary action is given when a student commits a minor offense for the first time.

In cases of repetitive commission of minor offenses or if a major offense is committed for the first time, the penalty will range from suspension to dismissal depending on the seriousness of the offense.

**Definition of Disciplinary Actions**

Suspension denies an erring student attendance in classes for a period not exceeding 20% of the prescribed class days.

Dismissal excludes or dismisses the student from the institution.

**College Disciplinary Committee**

All cases involving discipline of student's violation of rules and regulations of Forbes College committed inside the premises are subject to the jurisdiction of the College Disciplinary Committee. The Committee shall be composed of:

1. Student Services Coordinator
2. Dean of accused student
3. President of the Student Government
4. Guidance Counselor

**Grievance Procedure**

The following shall be the procedure for a grievance:

1. Any student, teacher, support personnel, parent or school official may file a complaint against a student, teacher or support personnel for breach of any disciplinary rule.

2. A complaint shall be in written form and briefly narrate the acts leading to or constituting an offense. Supporting evidence shall be attached.

3. The complaint shall be filed with the Office of Student Services.

4. The complaint shall be assessed by the Student Services Coordinator with proper investigation in consultation with the committee.

5. The decision of the investigating body shall be forwarded to the Office of the Vice President for Academic Operations for immediate action.

6. The Vice President for Academic Operations shall recommend to the President the action to be taken.

7. The President's decision shall be forwarded to the VP for Academic Operations then to the Student Services Coordinator who shall implement the disciplinary action.

8. If the complainant does not follow the school protocol as regards grievances, no action will be taken.

10. Any agreement made by all parties is confidential.

**FINANCIAL MATTERS**

1. **DEFINITION OF FEES**

|  |  |
| --- | --- |
| **FEE** | **BRIEF DESCRIPTION** |
| Lecture class fee | The basic fee computed on a per lecture unit basis |
| Laboratory class fee | The basic fee computed on a per laboratory unit basis |
| Laboratory fee | The fee used to maintain, upgrade and totally replace computers |
| Entrance fee | The fee to be paid in order to secure initial registration of the student |
| Registration Fee | The fee paid by the student to be considered a bona fide |
| Library Fee | The fee used to purchase updated library holdings like references, textbooks, journals |
| Medical/Dental fee | The fee that entitles the student to annual medical and dental services |
| Identification fee | The fee to cover cost of identification cards for the first semester and ID validation for the second |
| Insurance fee | The fee that covers the insurance for one school year against accidents within and outside the school campus |
| Publication fee | The fee used for the publication of the school newspaper |
| Faculty Development fee | The fee that covers the trainings and seminars of all academic personnel |
| Student Personnel Services fee | The fee that covers the operational expenses of the student support services program |
| Athletics fee | The fee used for intramurals and other athletic events |
| Physical plant fee | The fee used for the maintenance, renovation, and construction within the school campus |
| Internet fee | The fee that covers the internet access within school campus |
| Energy fee | The fee that covers the utility expenses |
| Graduation fees | The fee that covers all expenses related to the graduation rite |

Except for the Graduation Fee, all the rest must be paid upon enrollment.

1. **RATES OF OTHER FEES**

Authentication PhP 50.00

Certificate of Enrollment 100.00

Certificate of Grades 100.00

Copy of Special Order 100.00

Diploma 500.00

Good Moral Character 100.00

Honorable Dismissal 100.00

ID replacement 250.00

Test Permit 1 50.00

Test Permit 2 100.00

1. **MODE OF PAYMENT**

As a general rule, the tuition, miscellaneous and other school fees must be paid in full for the student to be considered officially enrolled. However, a student may opt for installment. He is required to pay the initial enrollment fee. The balance will be paid in four (4) installments each of which is due every examination period (preliminary, mid-term, pre-final and final) without the necessity of demand. A late payment charge shall be collected for any unpaid installment.

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|  | **Penalty on late payment (PhP)** |
| Within 3 days after due date | 100.00 |
| After 3 but before 6 days | 150.00 |
| After 6 but before 14 days | 300.00 |
| After 14 days | 450.00 |

Future applications for installment payment of tuition, miscellaneous and other school fees shall be denied to those with overdue obligations or unsatisfactory installment payment record.

1. **NATURE OF PAYMENT**

Only the Cashier is authorized to receive payments in cash or by check. Checks must be currently dated and payable to FORBES COLLEGE INC. Postdated, stale or checks with alteration will not be accepted.

1. **WITHDRAWAL AND REFUND OF FEES**

A student who drops out will be charged a Cancellation Fee according to the date of filing of his letter of intent.

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| **Date of filing** | **Cancellation Fee** |
| On the first week of classes | 10% of the total school fees |
| On the second week of classes | 20% of the total school fees |
| After the second week of classes | 100% of the amount for the whole term |

This policy will apply regardless of whether or not the student actually attended classes. The student is liable for payment of tuition until the date of filing of official withdrawal.

A student who opts for installment basis and drops out after the second week of the classes shall pay the entire school fees and to go through the clearance process before his credentials are released by the school.

If the tuition, miscellaneous and other fees have been paid, a proportionate amount of the tuition fees will be refunded. Miscellaneous fees are non-refundable.

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| **Date of Filing** | **Refund** |
| Before the start of classes | 100% |
| On the first week of classes | 90% |
| On the second week of classes | 80% |
| After the second week of classes | No refund |

The refund process is as follows:

1. The parent or guardian fills up a dropping form and secures the signature of the Dean and VP for Academic Operations.
2. The parent or guardian submits a letter of intent and the dropping form to the FSD.
3. The FSD endorses the request for refund to the President.
4. The President approves the request and the release of the check in the name of the parent or guardian.
5. FSD issues a notice when the check is ready for pick up.

Approved:

Atty. Joan Elizabeth L. Aquende

President

Date: