**Southwestern Institute of Business and Technology, Inc.**

Discipline…. Accountability…. Professionalism…. Humility

SRNH, Panggulayan, Pinamalayan, Oriental Mindoro

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REGISTRATION** | | | | | | | | | | | **ACCOUNTANT’S COPY** | | | |
| Name: <NM> | | | | | | | | | | | Student Number: <std\_num> | | | |
| Course: <course> | | Year: <StdYear> | | | \_\_\_1st Semester \_\_\_2nd Semester \_\_\_Summer | | | | | | | | Academic Year: <SY> | |
| **CODE** | **DESCRIPTIVE TITLE** | | | **UNITS**  **(LEC) LAB)** | | | **DAY** | | **TIME** | **ROOM** | | **FEES** | | **AMOUNT** |
| <a1> | <a2> | | | <a3> | | <a4> | <a5> | | <a6> | <a7> | | REGISTRATION | | <reg> |
| <b1> | <b2> | | | <b3> | | <b4> | <b5> | | <b6> | <b7> | | TUITION | | <tui> |
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| <f1> | <f2> | | | <f3> | | <f4> | <f5> | | <f6> | <f7> | | LABORATORY | | <lab> |
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| <i1> | <i2> | | | <i3> | | <i4> | <i5> | | <i6> | <i7> | |  | |  |
| <j1> | <j2> | | | <j3> | | <j4> | <j5> | | <j6> | <j7> | |  | |  |
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| <l1> | <l2> | | | <l3> | | <l4> | <l5> | | <l6> | <l7> | | Total Assessment | | <ta> |
| <m1> | <m2> | | | <m3> | | <m4> | <m5> | | <m6> | <m7> | | Less: | | <less> |
| TOTAL |  | | |  | | <unit\_total> |  | |  |  | | Total Assessed Amount | | <taa> |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **DEAN** | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **REGISTRAR** | | | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **ACCOUNTING** | | | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **STUDENT AFFAIRS** | |



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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REGISTRATION** | | | | | | | | | | | **ACCOUNTANT’S COPY** | | | |
| Name: <NM> | | | | | | | | | | | Student Number: <std\_num> | | | |
| Course: <course> | | Year: <StdYear> | | | \_\_\_1st Semester \_\_\_2nd Semester \_\_\_Summer | | | | | | | | Academic Year: <SY> | |
| **CODE** | **DESCRIPTIVE TITLE** | | | **UNITS**  **(LEC) LAB)** | | | **DAY** | | **TIME** | **ROOM** | | **FEES** | | **AMOUNT** |
| <a1> | <a2> | | | <a3> | | <a4> | <a5> | | <a6> | <a7> | | REGISTRATION | | <reg> |
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| <d1> | <d2> | | | <d3> | | <d4> | <d5> | | <d6> | <d7> | | NSTP | | <nstp> |
| <e1> | <e2> | | | <e3> | | <e4> | <e5> | | <e6> | <e7> | | PE | | <pe> |
| <f1> | <f2> | | | <f3> | | <f4> | <f5> | | <f6> | <f7> | | LABORATORY | | <lab> |
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| <k1> | <k2> | | | <k3> | | <k4> | <k5> | | <k6> | <k7> | |  | |  |
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| TOTAL |  | | |  | | <unit\_total> |  | |  |  | | Total Assessed Amount | | <taa> |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **DEAN** | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **REGISTRAR** | | | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **ACCOUNTING** | | | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **STUDENT AFFAIRS** | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REGISTRATION** | | | | | | | | | | | **ACCOUNTANT’S COPY** | | | |
| Name: <NM> | | | | | | | | | | | Student Number: <std\_num> | | | |
| Course: <course> | | Year: <StdYear> | | | \_\_\_1st Semester \_\_\_2nd Semester \_\_\_Summer | | | | | | | | Academic Year: <SY> | |
| **CODE** | **DESCRIPTIVE TITLE** | | | **UNITS**  **(LEC) LAB)** | | | **DAY** | | **TIME** | **ROOM** | | **FEES** | | **AMOUNT** |
| <a1> | <a2> | | | <a3> | | <a4> | <a5> | | <a6> | <a7> | | REGISTRATION | | <reg> |
| <b1> | <b2> | | | <b3> | | <b4> | <b5> | | <b6> | <b7> | | TUITION | | <tui> |
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| <d1> | <d2> | | | <d3> | | <d4> | <d5> | | <d6> | <d7> | | NSTP | | <nstp> |
| <e1> | <e2> | | | <e3> | | <e4> | <e5> | | <e6> | <e7> | | PE | | <pe> |
| <f1> | <f2> | | | <f3> | | <f4> | <f5> | | <f6> | <f7> | | LABORATORY | | <lab> |
| <g1> | <g2> | | | <g3> | | <g4> | <g5> | | <g6> | <g7> | | OTHERS | | <other> |
| <h1> | <h2> | | | <h3> | | <h4> | <h5> | | <h6> | <h7> | |  | |  |
| <i1> | <i2> | | | <i3> | | <i4> | <i5> | | <i6> | <i7> | |  | |  |
| <j1> | <j2> | | | <j3> | | <j4> | <j5> | | <j6> | <j7> | |  | |  |
| <k1> | <k2> | | | <k3> | | <k4> | <k5> | | <k6> | <k7> | |  | |  |
| <l1> | <l2> | | | <l3> | | <l4> | <l5> | | <l6> | <l7> | | Total Assessment | | <ta> |
| <m1> | <m2> | | | <m3> | | <m4> | <m5> | | <m6> | <m7> | | Less: | | <less> |
| TOTAL |  | | |  | | <unit\_total> |  | |  |  | | Total Assessed Amount | | <taa> |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **DEAN** | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **REGISTRAR** | | | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **ACCOUNTING** | | | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **STUDENT AFFAIRS** | |



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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REGISTRATION** | | | | | | | | | | | **ACCOUNTANT’S COPY** | | | |
| Name: <NM> | | | | | | | | | | | Student Number: <std\_num> | | | |
| Course: <course> | | Year: <StdYear> | | | \_\_\_1st Semester \_\_\_2nd Semester \_\_\_Summer | | | | | | | | Academic Year: <SY> | |
| **CODE** | **DESCRIPTIVE TITLE** | | | **UNITS**  **(LEC) LAB)** | | | **DAY** | | **TIME** | **ROOM** | | **FEES** | | **AMOUNT** |
| <a1> | <a2> | | | <a3> | | <a4> | <a5> | | <a6> | <a7> | | REGISTRATION | | <reg> |
| <b1> | <b2> | | | <b3> | | <b4> | <b5> | | <b6> | <b7> | | TUITION | | <tui> |
| <c1> | <c2> | | | <c3> | | <c4> | <c5> | | <c6> | <c7> | | MISCELLANEOUS | | <mis> |
| <d1> | <d2> | | | <d3> | | <d4> | <d5> | | <d6> | <d7> | | NSTP | | <nstp> |
| <e1> | <e2> | | | <e3> | | <e4> | <e5> | | <e6> | <e7> | | PE | | <pe> |
| <f1> | <f2> | | | <f3> | | <f4> | <f5> | | <f6> | <f7> | | LABORATORY | | <lab> |
| <g1> | <g2> | | | <g3> | | <g4> | <g5> | | <g6> | <g7> | | OTHERS | | <other> |
| <h1> | <h2> | | | <h3> | | <h4> | <h5> | | <h6> | <h7> | |  | |  |
| <i1> | <i2> | | | <i3> | | <i4> | <i5> | | <i6> | <i7> | |  | |  |
| <j1> | <j2> | | | <j3> | | <j4> | <j5> | | <j6> | <j7> | |  | |  |
| <k1> | <k2> | | | <k3> | | <k4> | <k5> | | <k6> | <k7> | |  | |  |
| <l1> | <l2> | | | <l3> | | <l4> | <l5> | | <l6> | <l7> | | Total Assessment | | <ta> |
| <m1> | <m2> | | | <m3> | | <m4> | <m5> | | <m6> | <m7> | | Less: | | <less> |
| TOTAL |  | | |  | | <unit\_total> |  | |  |  | | Total Assessed Amount | | <taa> |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **DEAN** | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **REGISTRAR** | | | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **ACCOUNTING** | | | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **STUDENT AFFAIRS** | |

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| --- | --- | --- | --- | --- | --- |
| **PAYMENT BREAKDOWN** | | | | | |
| **PARTICULAR** | **DATE** | **AMOUNT** | **OFFICIAL RECEIPT NO.** | **BALANCE** | **SIGNATURE** |
| CASH |  |  |  |  |  |
| INSTALLMENT | | | | | |
| Down payment |  |  |  |  |  |
| Prelims |  |  |  |  |  |
| Midterms |  |  |  |  |  |
| Finals |  |  |  |  |  |

**TERMS AND CONDITION**

Cancellation of Enrollment Contract occurs when a student decides to discontinue his studies however, he is entitled to the following:

* Eighty (80) percent refund of the total amount paid when the student withdraws within the first week of registration
* Fifty (50) percent refund of the total amount paid when he student withdraws before the preliminary examinations

The processed Registration Form serves as the enrollment contract between the Southwestern Institute of Business and Technology, Inc. (SIBTECH) and the student covering the whole semester indicated in the form.

\*No amount will be refund if the student withdraws after the preliminary examinations.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature Over Printed Name



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| --- | --- | --- | --- | --- | --- |
| **PAYMENT BREAKDOWN** | | | | | |
| **PARTICULAR** | **DATE** | **AMOUNT** | **OFFICIAL RECEIPT NO.** | **BALANCE** | **SIGNATURE** |
| CASH |  |  |  |  |  |
| INSTALLMENT | | | | | |
| Down payment |  |  |  |  |  |
| Prelims |  |  |  |  |  |
| Midterms |  |  |  |  |  |
| Finals |  |  |  |  |  |

**TERMS AND CONDITION**

Cancellation of Enrollment Contract occurs when a student decides to discontinue his studies however, he is entitled to the following:

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\*No amount will be refund if the student withdraws after the preliminary examinations.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature Over Printed Name

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|  |  |  |
| --- | --- | --- |
| **STUDENT INFORMATION** | | |
| Name: <NM> | | Student No. <std\_num> |
| Home Address: <address> | | Contact Nos: <con\_no> |
| Father’s Name:  <f\_nm> | Occupation:  <f\_occ> | Contact Nos:  <f\_no> |
| Mother’s Name:  <m\_nm> | Occupation:  <m\_occ> | Contact Nos:  <m\_no> |
| Guardian’s Name:  <g\_nm> | Occupation:  <g\_occ> | Contact Nos:  <g\_no> |
| Last School Attended: | Academic Year: Email: | |
| Person to contact in case of emergency: | Contact Nos: | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student’s Signature Over Printed Name | | |

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|  |  |  |
| --- | --- | --- |
| **STUDENT INFORMATION** | | |
| Name: <NM> | | Student No. <std\_num> |
| Home Address: <address> | | Contact Nos: <con\_no> |
| Father’s Name:  <f\_nm> | Occupation:  <f\_occ> | Contact Nos:  <f\_no> |
| Mother’s Name:  <m\_nm> | Occupation:  <m\_occ> | Contact Nos:  <m\_no> |
| Guardian’s Name:  <g\_nm> | Occupation:  <g\_occ> | Contact Nos:  <g\_no> |
| Last School Attended: | Academic Year: Email: | |
| Person to contact in case of emergency: | Contact Nos: | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student’s Signature Over Printed Name | | |