



## ENROLLMENT TERMS AND CONDITIONS

1. Eligibility
  - a. Student applicants must abide by the age requirement set by SCLC.
  - b. Admissions is not guaranteed to any applicant, and all applicants must complete the same admissions process.
  - c. Students and parents must be in good standing with current & previous school.
  - d. Students and parents must not have exhibited behavior that is disruptive to the school or community.
  - e. Must not be school hopping due to financial liabilities from other schools.
  - f. Must be free from all financial obligations from current or previous schools.
  - g. Parents must disclose during the enrollment if the student has been diagnosed or is suspected of having a learning disability or delay.
2. Enrollment
  - a. The steps in the enrollment process must be completed to make the child's enrollment official. This includes the completion of required documents and the payment of the enrollment fee.
  - b. The deadline for enrollment is on July 15, 2021.**
  - c. Enrollees of the E-learning Program cannot shift to the Home-based Learning Program during the school year. Home-based Learning Program students, however, may upgrade to the E-learning Program subject to additional fees.
3. Payment
  - a. **Reservation Fee of P3000 is non-refundable.** Payment of reservation fee reserves the slot for the student until the deadline of enrollment. Failure to pay the enrollment fee on the deadline may forfeit the slot if there are students on the waitlist.
  - b. **Enrollment Fee is non-refundable.** Payment of enrollment fee with complete requirements submitted makes the student officially enrolled for the School Year.
  - c. The deadline for the succeeding payments for those who chose the installment payment scheme is every third of the month.
  - d. The school reserves the right to withhold the release of class records, progress report card and portfolio of the student if the parents have an unpaid balance with the school. The school shall release the said records upon settlement of the unpaid balance.
  - e. The school reserves the right to hold the release of modules and booklets for the Homebased Learning Program of the student if parents have an unpaid balance with the school. The school shall release the modules upon settlement of the unpaid balance for the chosen payment scheme of the parent.
  - f. A Payment Reminder will be given before the deadline of payment. In the absence of a Payment Reminder, we will follow the given deadline of every third of the month.
  - g. The sibling discount is 10% of the total tuition fee, applicable to every younger sibling enrolled in school.
4. Withdrawal
  - a. If a student withdraws on or before October 30, 2021, he/she must settle at least 50% of the total tuition fee including the miscellaneous fees in order to get the student's report card, clearance and other documents.
  - b. If a student withdraws after October 30, 2021, he/she needs to settle the tuition fee including the miscellaneous fees in full in order to get the report card, clearance and other documents.
  - c. Parents must fill-up and submit the official Withdrawal Form to make the withdrawal of the student from the school year official.
5. Social Media
  - a. South Champs Learning Center takes photos of the students inside and outside the classroom, during school activities, and upload it to our different social media channels. Please inform the school if you are not allowing permission for your child's photos to be used in Marketing. Otherwise, by signing this form, the parent gives their consent for their child's photos to be used by the school for Marketing purposes.
6. Privacy Policy

We only collect the information that is required by the Department of Education and by our Registrar in order to facilitate your enrollment to our school system. Your data will be kept private by the SCLC Digital Team. SCLC will not share your personal information with third parties for marketing purposes unless you have explicitly consented. All information will be used within the school systems of SCLC only.