



ENROLLMENT TERMS AND CONDITIONS S.Y. 2023-2024

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. Enrollees must have a signed parental consent.
- h. Parents must disclose during the enrollment if the student has been diagnosed or is suspected of having a learning disability or delay.
- i. The school caters to mainstream students and students with diagnosis that are recommended to attend regular mainstream classes by their occupational therapist or development pediatrician, subject to the assessment of the School Principal. The school does not offer special education, and does not have shadow teachers for students who will be needing those services.

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 14, 2023**.
- c. For academic year 2023-2024, SCLC will offer full face-to-face classes only. It is understood that enrollees for this academic year will be under the face-to-face program.

3. PAYMENT

- a. **Reservation Fee of P 3,000 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. **Hazard Fee is non-refundable** and must be paid upon enrollment.
- d. The deadline for the succeeding payments for those who chose the installment payment scheme is every third of the month.
- e. The school reserves the right to withhold the release of class records, progress report cards and portfolios 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.
- 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. Early Bird Discount and Sibling Discount cannot be applied to the same student at the same time.
- h. The sibling discount is 10% of the tuition fee, applicable to every younger sibling enrolled in school.
- i. In the event of a surge of COVID-19 cases in the city of Las Pinas, the school shall shift all of its educational services to asynchronous activities. The school shall not refund any tuition/school fees during a surge/lockdown period.
- j. Books purchased are final and are non-refundable. We do not accept return or exchange unless the item you purchased has manufacturer or publishers defect. Refunds are not available for books that have been removed from their shrink wrap or written on. Books with manufacturer or publisher defects will be replaced when returned with original receipt within 30 days of purchase.
- k. Uniforms purchased are final and are non-refundable. We will only accept change in size for the uniforms. Uniforms washed and/or worn by the student can no longer be replaced.

4. WITHDRAWAL

- a. "When a student registers in a school, it is understood that he is enrolling for the entire school year for pre-elementary and elementary courses." (Art. XIII Sec. 62.a of the Manual of Regulations for Private Schools)
- b. "A student who transfers or otherwise withdraws, in writing, within two weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full or for any length of time longer than one month will be charged according to the policies on the refund of tuition and other school fees." (Art. XIII Sec. 66 of the Manual of Regulations for Private Schools)
 - i. Ten percent (10%) of the total tuition fee for the term (that is the full amount charged for one school year) or the enrollment fee paid, whichever is higher, if he withdraws within the first week of classes regardless of whether or not he has actually attended classes.
 - ii. Twenty percent (20%) of the total tuition fee for the term, or the enrollment fee paid, whichever is higher, if he withdraws within the second week of classes regardless of whether or not he has actually attended classes.
 - iii. A student may be charged all the school fees in full if he withdraws any time after the second week of classes regardless of whether or not he has actually attended classes.

- iv. Where tuition and other school fees are paid for the first month in a monthly installment scheme, no refund shall be given to the pupil when he withdraws any time after the registration period.
- v. Miscellaneous and other school fees are non-refundable and non-transferable.
- c. In case the parent wants to withdraw before the start of classes, and he/she has already paid pertinent fees, please take note that the following fees are non-refundable and non-transferable: reservation fee and miscellaneous fees and other fees such as but not limited to i.e book fees, computer fees, research and development fees, uniform fee)
- d. 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 online classes and 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 for 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 through their social media channels, online platforms, and other Marketing collateral.

6. PRIVACY POLICY

- a. 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.
- b. All students are not allowed to record any parts of the class whether in Zoom or using third party software or applications. Only sessions of online classes that are allowed to be recorded such as discussions and activities will be recorded by the school for documentation purposes. Class recordings will then be available for one month only. Distribution of the class recordings or use for other purposes are strictly prohibited.