



# THE PALMRIDGE SCHOOL

Preschool • Grade School • High School

## SY 2022-2023 SCHEDULE OF FEES AGREEMENT

(Preschool, Grade School, and High School Levels)

1. Business hours during enrollment period shall start at 8:00 a.m. until 4:30 p.m. from Mondays to Fridays, and 8:00 a.m. until 11:30 a.m. on Saturdays.
2. Early enrollment schedule shall be allowed on a case-to-case basis with the approval of the Registrar. It shall, however, follow the regular business hours stated above.
3. Tuition and other fees shall be paid, without need of prior notice, as follows:

<u>Mode of Payment</u>	<u>Due Dates</u>	
Cash Plan	Initial Payment	- Due upon enrolment
	Remaining Balance	- Due before August 15, 2022
Quarterly	Initial Payment	- Due upon enrolment
	1 <sup>st</sup> Installment	- July 15, 2022
	2 <sup>nd</sup> Installment	- October 15, 2022
	3 <sup>rd</sup> Installment	- January 15, 2023
Monthly	Initial Payment	- Due upon enrolment
	Monthly Payment	- Start of payment is from May 2022 up to February 2023

4. Since enrollment is strictly limited to ensure each student's quality education, school fees are computed for the whole year. Hence all fees are programmed and non-refundable except in the following cases:

- (1) transfer of residence to another region or country during the school year
- (2) the student suffers an illness which requires a prolonged confinement at a medical facility

Requests for refund in the above cases should be made in writing addressed to the Registrar accompanied by supporting documents. Tuition which is paid for the whole year is refunded according to the following schedule:

- (1) before the first week of classes, 100%
- (2) first week of classes, 75%
- (3) second week of classes, 50%

Tuition will not be refunded after the second week of classes regardless of whether or not the child has actually attended classes. Where tuition and other school fees are paid according to the first schedule of payment in an installment scheme, no refund shall be given to the pupil when he withdraws anytime after the first week of classes.

Miscellaneous and other fees are non-refundable.

All delinquent accounts on tuition and other fees shall be charged a Php200.00 late payment penalty per month.

5. In NO case should the Reservation Fee be considered as a student's confirmation or acceptance in school. Only when proper school fees have been paid, and required transfer credentials have been submitted, shall the student be considered accepted in the level applied for.
6. A student who fails to meet his financial obligations for more than thirty (30) days may be dropped from the rolls and/or have his access to the school domain suspended.

**I / We agree to the terms and conditions stipulated above.**

\_\_\_\_\_  
Parent's/Guardian's Signature above Printed Name

\_\_\_\_\_  
Date