



PREREQUISITE FOR ADMISSION / PRE-ENROLLMENT AGREEMENT FORM

To: The Admissions Office
The Palmridge School

Please be informed that I/we fully understand the requirements of The Palmridge School governing acceptance of students and I/we agree to fully abide by the school's rules and regulations regarding, and upon, admission.

In this regard, I/we abide by the necessary pre-requisite/s of:

_____ enrollment and attendance in Summer Remedial Classes _____
_____ enrollment and attendance in Summer Tutorials _____
_____ full-time tutoring starting _____
_____ under academic and disciplinary probation _____

_____ Name of Child

_____ Level

_____ Schedule

Valid only upon reservation

Noted by: _____
School Principal

1. Payment of account in cheque shall become valid only upon clearance of the cheque. A student is not considered enrolled if cheque payment made for "upon enrollment" is returned by the bank for reasons such as DAIF, DAUD, ACCOUNT CLOSED, and STOP PAYMENT, etc. The school reserves the right to forfeit the student's slot in favor of those on the waiting list.
2. 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.
3. Tuition and other fees shall be paid, without need of prior notice.
4. A student who fails to meet his financial obligations for more than thirty (30) days may be dropped from the rolls, have his and/or access to the school domain suspended.
5. 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:
 - a. Transfer of residence to another region or country during the school year
 - b. The student suffers an illness which requires a prolonged confinement at a medical facility
6. Requests for refund in the above cases should be made in writing addressed to the Registration Officer accompanied by supporting documents. Tuition which is paid for the whole year is refunded according to the following schedule:
 - a. Before the first week of classes: 100%
 - b. First week of classes: 75%
 - c. Second week of classes: 50%
7. Tuition will not be refunded after the second week of classes regardless of whether or not the student 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 student when he withdraws any time after the first week of classes.
8. Miscellaneous and other fees are non-refundable.
9. All delinquent accounts on tuition and other fees shall be charged a Php 200.00 late payment penalty per month.
10. The student and/or their parents/guardians, recognize without reservation, the authority of THE PALMRIDGE SCHOOL to hold pertinent school documents and/or records (student clearance, certifications, transfer documents, etc.) in case they fail to pay two (2) consecutive installments of the due and demandable tuition and other school fees as indicated in the current schedule of payment. Said documents will only be released upon full settlement of any outstanding obligation and all accountabilities have been fully satisfied. In cases of more than one (1) child enrolled with the school, all obligations by the family concerned must be fully settled before issuance of any documents, clearance, or certifications to any, or all, of the children.
11. Enrolment of students after the scheduled enrollment date must first be coordinated with the Registrar before payments will be accepted.
12. Re-enrollment for the following school year shall be allowed only when accounts have been fully settled.
13. **The parents/guardians/students will abide by The Palmridge School's School Policies.**

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

Parent's/Guardian's Signature above Printed Name

_____ Date