

# ENROLMENT CONTRACT SY 2025-2026

## 1.MANDATORY FEES

**BOND** (only for new incoming students)

One-time, for the entire stay; payable within the reservation period. **Refundable only at the start of the following school year, reckoned from the school year when the withdrawal of the student has been effected**, net of any outstanding balance.

**LIAISON FEE P11,000.00** (for foreign students) Payable every year when so required by existing rules and regulations on enrolment of foreign nationals.

**WHOLE YEAR FEES**

For Non-Erdkinder: Locker Fees, Communal Consumables, Science and Geo Lab fees, Computer Fees, Binders, ID and Memory Book (for moving-up Casa 3 and graduating Gr 6) are included in the TUITION FEES.

For Erdkinder: Farm Consumables & Lab Fees are included. Senior High (Gr 11&12) textbooks are not included because they are strand-specific.

In case of any breakage by the student due to mishandling, he/she will be charged accordingly at the end of the month. Payments should be made for any incidentals prior to the clearance of the child.

**Memory Book :**

Memory Books are intended for all moving-up Casa children and for all students graduating from the Elementary and Erdkinder Programs. The cost of the Memory Book is part of the assessment and will have to be paid upon enrolment.

**SegBag : P1,000.00**

For pre-cautionary measures, Student Emergency Grab Bag (SegBag) for each new student is required. The SegBag includes: water, crackers, toiletries, blanket, light stick, dust mask, hard hat, back pack and ID.

All Transaction Fees related to online payment are shouldered by the parent/guardian.

## 2. SIBLING DISCOUNT

5% discount on whole-year fees for second and succeeding child/ren enrolled. This discount cannot be used in conjunction with any other discounts.

## 3. SHORT-TERM ENROLMENT

Enrolment of three (3) months or less is considered Short Term Enrolment. NO Bond will be required but half down payment. Whole Year Fees shall then automatically be billed on a monthly payment option beginning the month when the student is enrolled. A fraction of a month is considered one-month. Any extension after three months will require Full Bond payment.

## 4. INTER-CAMPUS TRANSIENT ATTENDANCE

Because the school has other campus sites nationally, a parent/guardian can temporarily bring a child to class in another campus. This happens when the parent/guardian has a brief visit to another city. This Inter-Campus Transient Arrangement (ICTA) is only applicable to students with no outstanding balance.

For an ICTA attendance of THREE (3) consecutive days or less in another campus, no Admin Fee and no Differential Fee will be charged.

Should the ICTA exceed three (3) consecutive days, **an Admin Fee of Php 3,000** will be charged. Moreover, the differential between the fees of the two campuses, referred to herein as Differential Fee, (computed based on whole-year fee assessment), will be billed weekly. A fraction of a weekday will be considered one whole week. The differential will not be refunded if the transfer happens from a campus with a higher tuition rate.

## 5. CHANGE OF CAMPUS

An ICTA of continuous thirty (30) calendar days will be considered a Change of Campus. This campus change is subject to the availability of slots. A Differential Fee as defined in Section 4 above shall be billed.

## 6. SPECIAL NEEDS

The parent/guardian must declare the child has special needs before enrolment. The school can accommodate the child with special needs based on three metrics:

- a) the child’s needs,
- b) the school’s slot availability, and
- c) the ability of the school to address the needs in consultation with the child’s development pediatrician and other specialists.

In cases when there is no pre-enrolment declaration of special needs but based on the child’s behavior and performance, the school finds a need for the child to be properly diagnosed, the following shall be done:

- a) The parents shall agree to have their child evaluated, at their cost, by a licensed Developmentalist or Medical Professional to help the school identify an effective intervention that will aid in the child's development.
- b) Should the child be subsequently diagnosed as one with special needs, the school reserves the right to review the continued enrolment of the child based on the three above-mentioned metrics.
- c) Should the parents refuse to have their child evaluated by a licensed Developmentalist or Medical Professional, the school reserves the right to unilaterally terminate the enrolment contract in accordance with Section 12.

## 7. ATTENDANCE

A student must be present at least 80% of the total number of school days in a year to satisfy the requirements of the Department of Education. A student’s absences should not exceed the allowed 20% of the total number of days in a school year. No credit or refund is given for illness or trips out of town. The school’s expenses continue regardless of the student’s absence.

## 8. FIELD TRIPS/GOING-OUT ACTIVITIES

and other school events are excluded from the school fees.

## 9. Late Fees, EXTENDED DAY FEES & FINANCE CHARGES

All Fees are due on the 7<sup>th</sup> of each month and are "LATE" onwards. A **Late Fee of P500** is added to the account, and a finance charge shall be applied to the outstanding account at **3% per month**.

Extended Day Fees apply to students NOT fetched within 1 hour from official dismissal time. A fee of **Php 1,000.00** for the first hour per student and for every hour thereafter applies to students not fetched after their dismissal times. The fees are meant to discourage the practice of very late pick-up time that requires school staff to render more hours than usual to accompany children who are still in school. This will be billed at the end of the month.

## 10. NON-PAYMENT OF SCHOOL FEES

In cases of Non-payment of School Fees, the school reserves the right to exercise the following until all accountabilities have fully been cleared:

- a) Withhold student's Report Card during scheduled PTCs
- b) Decline student's enrolment for the following school year
- c) For graduating students, hold the release of student's school records such as Report cards, Transcript of Records, and Diploma.

## 11. WITHDRAWAL REQUIRES ADVANCE NOTICE

If a child is withdrawn within the first two (2) trimesters, his or her enrolment continues until the end of the month following the month the written Notice of Withdrawal is received by the campus office. Any refund the School owes is payable within 30 days thereafter. Locker Fees, Classroom Consumables, Science and Geo Lab fees, Computer Fees, Binders, PE uniform, SegBag, and Memory Book and Down Payment are not refundable.

No credit is given for notice received after the 2<sup>nd</sup> Trimester. The Whole Year Fee is due.

## 12. TERMINATION OF ENROLMENT CONTRACT

The school reserves the right to unilaterally terminate the enrolment of any child who, in its judgment, is not benefiting from the school and/or, after due process, has gravely violated the universal standards of moral excellence the school espouses. When the school terminates enrolment, fees are prorated through the last day of attendance.

The school also reserves the right to unilaterally terminate the enrolment and/or refuse the re-enrolment / enrolment of any child whose parents and/or guardians are inharmonious, uncooperative, unresponsive, and/or offensive to the child development practices of the school to the detriment of the child and/or who are unreasonably verbally or physically abusive to the school faculty and/or staff and/or other school children, displaying offensively wrong modeling to the impressionable community of learners.

The term "the child" includes all children who attend school or those who are applying to enrol in the school. This supports the Child Protection Policy of the Department of Education under DepEd Order No. 4 s.2012 and Republic Act 10627, a.k.a. Anti-Bullying Act.

## 13. THE DEPARTMENT OF EDUCATION has the right to inspect and review the student's records.

## 14. SCHOOL AND MONTESSORI PROMOTION

At no cost to the school, I/we the parent/guardian provide permission for the school to take a photograph or a video of our child in school or during out-of-school activities for purposes of school seminars being conducted or promoted or for educational exhibits, brochures, newsletters, print media publications, streamers, billboards, flyers, standees, and all social networking media including websites that promote the school and the cause and ideals of the Montessori education.