



DE LA SALLE JOHN BOSCO COLLEGE
 BASIC EDUCATION DEPARTMENT
 Mangagoy, Bislig City

REGISTRAR'S COPY

Credentials Submitted
 Form 138-A
 NSO Birth Certificate
 Certificate of Good Moral

REGISTRATION FORM
 SY. 20__ 20__

Returnee
Transferee
New Student
Old Student
ID No.

Name:			Gender:		
(Last Name)	(First Name)	(Middle Name)	Citizenship:		
Date of Birth(MM/DD/YY):			Religion:		
Place of Birth:			Incoming Grade:		
Home Address:					
Previous School Attended:			Previous School Address:		
Father's Last Name:		First Name:		Middle Name:	
Mother's Last Name:		First Name:		Middle Name:	
If Employed:					Please Check:
Father's Occupation:		Employer:		Public:	Private:
Mother's Occupation:		Employer:		Public:	Private:
In Case of Emergency:			Authorized Guardian:		
Father's Contact Number:			Legal Guardian:		
Mother's Contact Number:			Address of Legal Guardian:		

Signature of:

_____ Enrolment In-charge

_____ Registrar

_____ Applicant's Signature above Printed Name

I came to know about DLSJBC thru:

Revised Copy
 lvd/ 04-3-19

Advertisement Marketing Radio Cable Others: _____



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Advertisement Marketing Radio Cable Others: _____

O.R. # _____
 Amount Paid _____
 Date _____
 Cashier Signature _____

CONDITION OF ENROLMENT

A. MODE OF PAYMENT

The tuition and other school fees shall be payable in cash in **2 monthly installments** in accordance with the following schedule.

1 st payment	_____	payable upon enrollment	Summative Test	- September
2 nd payment	_____	payable on or before	First Quarter Exam	- October
3 rd payment	_____	payable on or before	Summative Test	- December
4 th payment	_____	payable on or before	Second Quarter Exam	- January
5 th payment	_____	payable on or before	Summative Test	- February
6 th payment	_____	payable on or before	Summative Test	- March
7 th payment	_____	payable on or before	Third Quarter Exam	- April
8 th payment	_____	payable on or before	Summative Test	- May
Final payment	_____	payable on or before	Fourth Quarter Exam	- June

Full payment of tuition account on or before August 31 is entitled a **5% discount on Tuition and Other Fees**. In case of failure to pay at least two (2) installments of the due and demandable tuition and other school fees as indicated in the above schedule of payment on installments, we (the parents) or I (in case of student) shall recognize, without reservation, the right/authority of the school to drop our child (the parents) or me (in case of the student) from the school or suspend our child or me from further attending classes and enter the school campus, without need of judicial intervention or permission. That our child or I shall be readmitted only as soon as the tuition and other school fees are paid **PROVIDED**, however, that our child will be solely responsible in keeping up with the lessons and assignments missed and shall not have any right to require that special lessons, quizzes and/or examinations be given to make up for the quizzes and/or examinations given during the school day, our child or I was not allowed to enter and attend classes.

B. In Case of Withdrawal, the Pupil/Student has to (Section 66 of MRPS)

- a. Secure withdrawal forms from the Department Head.
- b. Accomplish withdrawal forms and submit to the Department Head.
- c. Accomplish clearance form for withdrawal made after two (2) weeks of classes.
- d. Submit duly accomplished clearance forms to Finance Office, Registrar's Office & Department Head's Office.

In case he/she withdraws within two weeks after the beginning of classes and has already paid the pertinent tuition and other school fees in full or any length longer than one month, such fees may be charged under the following conditions:

1. Ten (10) percent of the tuition and other fees due for the year if he/she withdraws within the first week of classes.
2. Twenty (20) percent within the second week of classes regardless of whether or not he/she actually attended classes.

The students may be charged the school fees in full if he/she withdraws anytime after the second week of classes. Where tuition fees together with the entrance or registration, laboratory and library fees are paid for the month only on arrangement for a monthly installment, no such fees will be refunded when a student withdraws anytime after registration (7th Ed. MRPS. Pa. 137p. 103) Certification maybe requested with other documents upon presentation of a request from the Registrar's Office and upon presentation of documentary stamps required by the BIR and receipt of payment for said document from the Finance Office.

 Applicant's Signature Above Printed Name

O.R. # _____
 Amount Paid _____
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