

Credentials Submitted:

- Form 138-A
- Birth Certificate (NSO)
- Honorable Dismissal
- Certificate of Transfer Credentials
- 1x1 colored picture (4 pcs.)
- Medical Certificate
- Certificate of Good Moral
- Drug Test

**De La Salle John Bosco College**

HIGHER EDUCATION DEPARTMENT

Registrar's Copy
 Control No. _____
REGISTRATION FORM
 _____ Semester/Term
 AY _____

Shiftee From:
To:
Transferee
Returnee
New Student
Old Student
ID No.

 Revised Copy
 raa/03-30-11

Academic Status: () Regular **Year** : _____
 () Irregular **Program** : _____

Name:		Mobile No.:	
Surname	First Name	MI	
Date of Birth: Year:	Month:	Day:	Sex: Religion: Status:
Place of Birth:		Present Address:	
Home Address:		Previous School Address:	
Previous School Attended:		Previous School Address:	
Father's Name:	Occupation:	Employer:	
Mother's Name:	Occupation:	Employer:	
Guardian:	Occupation:	Employer:	

COURSE CODE NO.	COURSE DESCRIPTION	UNITS		Days	Time	Room	Instructor
		Lab	Lec				
Total Number of Units							

Approved by: _____ Applicant's Signature above Printed Name

_____ Dean _____ Finance Director _____ VC, Academic Affairs _____ Registrar

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**De La Salle John Bosco College**

HIGHER EDUCATION DEPARTMENT

Student's Copy
 Control No. _____
REGISTRATION FORM
 _____ Semester/Term
 AY _____

Shiftee From:
To:
Transferee
Returnee
New Student
Old Student
ID No.

 Revised Copy
 raa/03-30-11

Academic Status: () Regular **Year** : _____
 () Irregular **Program** : _____

Name:		Mobile No.:	
Surname	First Name	MI	
Date of Birth: Year:	Month:	Day:	Sex: Religion: Status:
Place of Birth:		Present Address:	
Home Address:		Previous School Address:	
Previous School Attended:		Previous School Address:	
Father's Name:	Occupation:	Employer:	
Mother's Name:	Occupation:	Employer:	
Guardian:	Occupation:	Employer:	

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_____ Dean _____ Finance Director _____ VC, Academic Affairs _____ Registrar

CONDITION OF ENROLMENT
A. MODE OF PAYMENT

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

The tuition and other school fees shall be payable in cash in accordance with the following schedules:

1 st payment	_____	payable upon enrollment	Prelim Exam
2 nd payment	_____	payable on or before	Midterm Exam
3 rd payment	_____	payable on or before	Pre-Final Exam
Final payment	_____	due on or before	Final Exam

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 me (or our child) from the school (or suspend me or our child) from further attending classes and enter the school campus, without need of judicial intervention or permission. That I, (or our child) shall be readmitted only as soon as the tuition and other school fees are paid PROVIDED, however, that I, (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 was not allowed to enter and attend classes).

B. Policy on withdrawals and refund (as adopted from Section 66 of MRPS and Section 104, TVET Manual.)

The date of filling the notice of withdrawal shall be considered the date of withdrawal and shall the bases in determining the amount to be charged for the term. Computation for adjustment will be in the Accounting Office.

- Enrollment deposit can be refunded subject to the following conditions.
 - 80% refund before the subject are encoded and before the enrollment closes
 - 20% refund if the subject are encoded before the enrollment closes.
 - No refund after the enrollment closes.
- 10% charge on tuition and other school fees if a student withdraws within the first week of classes regardless of whether or not he/she actually attended classes.
- 20% charge on tuition and other school fees if a student withdraws within the second week of classes regardless of whether or not he/she actually attended classes.
- 50% charge on tuition and other school fees if a student withdraws within the third week of classes regardless of whether or not he/she actually attended classes
- 75% charge on tuition and other school fees if a student withdraws within the fourth week of classes regardless of whether or not he/she actually attended classes
- 100% charge on tuition and other school fees if a student withdraws after the fourth week of classes regardless of whether or not he/she actually attended classes

Applicant's Signature above Printed Name

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A. MODE OF PAYMENT

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Amount Paid _____
Date _____
Cashier Signature _____

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