

PARENT/GUARDIAN UNDERTAKING
Preparatory and Grade School Department

As stakeholder in the educational development of my child/ward, I fully understand the objectives, responsibilities, methodologies and strategies of Westfield Science Oriented School in rearing and educating its students. As such, I/we am/are aware of my responsibilities, duties and accountabilities to the school and my child/ward of which I voluntarily agree to undertake as follows:

WEARING OF UNIFORM & HAIR-GROOMING POLICY

- 1. To provide and require my child/ward to wear the officially prescribed attire which he/she will wear while in school such as school uniform, work education clothes, laboratory, PE and CAT uniforms and encourage my child/ward to practice good grooming and exhibit clean haircut or haircut prescribed by the school and to further allow the school authorities to exercise measures such as to cut the hair of those breaching the rules on haircut.

EDUCATIONAL MATERIALS

- 2. To provide my child/ward all the required educational tools and materials such as books, school-project materials and other relevant requirements that maybe needed during his/her stay in school;

PUNCTUALITY

- 3. To encourage and ensure my child/ward to be present and punctual during school days and activities;

MOBILE PHONES/ELECTRONIC GADGETS

- 4. To prohibit/refrain my child/ward from bringing and using mobile/cell phones/electronic gadgets to school;

SCHOOL ACTIVITIES

- 5. To allow my child/ward to join compulsory activities of the school such as educational field trips, extra-curricular activities, retreats and other similar activities. It is understood, however, that the school shall exempt a child/ward from participating in these activities if his/her health condition will be adversely affected or it/ they contravene the religious beliefs/doctrines of the child/ward or his/her family;

JEWELRIES, TOYS, ETC.

- 6. To refrain/prohibit my child/ward from wearing or bringing valuable items in school such as jewelries, large sum of money, toys, appliances, and other similar or expensive items. I am fully aware of the policy that **the School is not liable for any loss or damage to said items brought by the child/ward.**

VOLUNTARY TRANSFER

- 7. **To transfer my child/ward to a suitable institution upon notice should the school finds him/her showing any or all of the symptoms of a developmental, behavioral and or mental disorders during his/her stay which the school inadvertently failed to notice or verify during the admission screening.**

OTHERS

- 8. To support, adhere and comply with the policies, sanctions, rules and regulations of the school as stipulated in the student manual and Parents’ Bulletin sent by the school from time to time as well as other policy addendum or decisions that maybe promulgated during his/her stay in school.

CONFORME

<div>Signature over Printed Name of Parent/Guardian</div>	<div>Name of Child</div>
<div>Level</div>	<div>Date</div>

ENROLLMENT AGREEMENT
Please Read Carefully

In reciprocity to the commitment and obligation of the school to educate my child (Student), I/We as parent/guardian/s fully understand and agree, without reservation, the herein stated conditions and obligations demanded on us by the Westfield Science Oriented School and Colleges, Inc. (School) as follows:

1. To pay the full tuition and miscellaneous fees demanded on us this school year for (Name of Child)_____ Level _____whether he/she has partly or partially completed his/her stay with the school thru: (Please check appropriate box)
- ☐ Full Payment
☐ Semi-Annual Payment
☐ Trimester Payment (For Pre-School Enrollees Only)
☐ Quarterly Payment (Not-applicable to Pre-School Enrollees)

2. To pay the tuition and miscellaneous fees in cash or cheque (subject to the approval of the school) in accordance with the following schedule:

Pay Schedule	Full	SEMI-ANNUAL	TRIMESTER	QUARTERLY
1 st Payment	Upon Enrollment	Upon Enrollment	Upon Enrollment	Upon Enrollment
2 nd Payment	Nil	02 December 2020	02 October 2020	02 October 2020
3 rd Payment	Nil	Nil	02 December 2020	02 December 2020
4 th Payment	Nil	Nil	02 February 2021	02 February 2021
Final Payment	Nil	Nil	Nil	02 April 2021

3. To recognize the right/authority of the school to apply the “no-permit-no-examination” policy in the event of non-payment of demandable tuition fees during any examinations.
4. To recognize the right/authority of the school to drop their student from the school’s enrolment list and from further attending classes and entering the school campus, without need of judicial intervention or permission in the event of non-payment or failure to pay old/previous account/s and/or at least two (2) installments of the due and demandable tuition and other school fees as indicated in the above schedule of payment or installments. Furthermore, the student shall be readmitted only as soon as the tuition and other school fees are paid; provided, however, that the student 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 days the student was not allowed to enter and attend classes. And I/we further recognized, without reservation, that the school should not be held liable on the adverse effects/consequences of the delay of payment on the grades and enrolment status of the student. And should there be a continuous failure or delay in payment of the demandable amount after the covering school year, the school shall exercise its right/authority to bar re-admission of the student during the succeeding school year.
5. To recognize the right/authority of the school to withhold student records such as Form 137, 138, Certificate of Good Moral Character, School Diploma, Recognition Certificates, transfer credentials and the privilege for re-admission/re-enrolment of the student in the event of continuous failure to pay the demandable tuition and other school fees of the prevailing school year.
6. To pay an additional fee of 3%, as penalty, on bounced or unfunded cheque payments and monthly surcharge of 2% for unpaid year-end balances which shall commence a day after the end of the school year.
7. That any fees paid relative to the enrollment of the student is non-transferable and only applicable during the covering school year.
8. That the educational program/services covered by the abovementioned fees does not cover the remedial classes that maybe demanded on a student during the school year and that the school should not be held liable on the adverse academic effects and/or consequences (e.g. absences, non-enrolment in a required remedial class/es, etc.) arising for non-compliance thereof.
9. That the enrolment fees to be paid during the enrolment period consist a Reservation Fee of Php7,000.00 among others. Thus, in the event a student cancels his/her enrolment, a refund of the Enrolment Fees less the Reservation Fee of Php7,000.00 shall be permitted and reimbursed only when the cancellation is made prior to the start of classes otherwise, Article 1 of this agreement shall be applied.
10. To recognize and abide with the policy of the school that Reservation/s is/are Non-Refundable and Non-Transferable.

CONFORME

Parent/Guardian Signature
Over Printed Name

Date

STUDENT INFORMATION

STUDENT NO.		<div><input type="checkbox"/> Old Student</div> <div><input type="checkbox"/> New Student</div>	
SCHOOL YEAR			
INCOMING LEVEL			
LAST NAME			
FIRST NAME			
MIDDLE NAME			
SEX		BIRTH DATE	
BIRTH PLACE		RELIGION	
HOME ADDRESS			
PHONE NOS.			
FATHERS NAME			
EDUCATIONAL ATTAINMENT		OCCUPATION	
MOTHERS NAME			
EDUCATIONAL ATTAINMENT		OCCUPATION	
PHONE NOS. (Required)			
Email (Required)			
NOTE: FOR NEW STUDENT ONLY (OLD STUDENT NEED NOT FILL UP)			
SCHOOL LAST ATTENDED			
SCHOOL ADDRESS			
GUARDIAN INFORMATION (If Parents are not around)			
NAME OF GUARDIAN			
ADDRESS			
RELATION TO CHILD			
PHONE NOS.			

