

**SENIOR HIGH SCHOOL ENROLLMENT FORM**

Holy Name University Basic Education Department

Date Enrolled \_\_\_\_\_

**I. GRADE LEVEL & TRACK ENROLLED FOR (Please check):**

- ( ) Grade 11: \_\_\_\_\_ 1st Sem./ \_\_\_\_\_ 2nd Sem. \* ( ) Grade 12: \_\_\_\_\_ 1st Sem./ \_\_\_\_\_ 2nd Sem.
- Track: Academic Track: Academic
- ( ) STEM ( ) STEM
- ( ) ABM ( ) ABM
- ( ) HUMSS ( ) HUMSS
- ( ) GAS ( ) GAS
- Track: TechVoch: Track: TechVoch:
- ( ) HE ( ) HE
- ( ) ICT ( ) ICT
- ( ) Caregiving ( ) Caregiving

**Status**

- ( ) Old Student ( ) New Student ( ) Public /LRN: \_\_\_\_\_
- ( ) Private

**Requirements Submitted/Attached (please check):**

- |  |  |
|--|--|
| <p><b>New Student</b></p> <p>( ) Original Copy of NSO Certified Birth Certificate</p> <p>( ) Copy of Report Card</p> <p>( ) 3 Copies of Passport Size Picture</p> <p>( ) Certificate of Good Moral Character</p> <p>( ) VACS/ESC</p> | <p><b>Old Student</b></p> <p>( ) Report Card</p> |
|--|--|

PROMISSORY Note (for incomplete requirements): I/We promise to submit the lacking requirement/s on or before \_\_\_\_\_ (Specified date)

**II. STUDENT INFORMATION (Please print legibly):**

**Student ID Number issued:** \_\_\_\_\_

Name: \_\_\_\_\_ Sex: ( ) Male Religion: \_\_\_\_\_

(Family Name) (First Name) (Middle Name) ( ) Female Nationality: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Mother Tongue: \_\_\_\_\_

(Month) (Day) (Year)

Home Address: \_\_\_\_\_ (if renting/boarding): \_\_\_\_\_

Person to notify **IN CASE OF EMERGENCY:** \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Address: \_\_\_\_\_ Contact no.: \_\_\_\_\_ Scholarships/Privileges enjoyed (if there is/are): \_\_\_\_\_

**III. FAMILY BACKGROUND (Please print legibly):**

Father: \_\_\_\_\_ Occupation: \_\_\_\_\_ Contact no. \_\_\_\_\_

( First Name, Middle Name, Family Name )

Mother: \_\_\_\_\_ Occupation: \_\_\_\_\_ Contact no. \_\_\_\_\_

**Please use maiden name** (First Name, Middle Name, Family Name )

**IV. STUDENT'S PREVIOUS SCHOOL ATTENDED/Year Level Completed (For new students):**

Grade 10: \_\_\_\_\_ Address: \_\_\_\_\_ School Year: \_\_\_\_\_

Grade 11: \_\_\_\_\_ Address: \_\_\_\_\_ 1st Semester: \_\_\_\_\_

Grade 11: \_\_\_\_\_ Address: \_\_\_\_\_ 2nd Semester: \_\_\_\_\_

Grade 12: \_\_\_\_\_ Address: \_\_\_\_\_ 1st Semester: \_\_\_\_\_

**V. ENROLLMENT VALIDATION/STEPS (This form must be submitted to the Enrolling Officer for Validation):**

1. Enrolment Officer: \_\_\_\_\_ 2. Encoder: \_\_\_\_\_ 3. HS Teller: \_\_\_\_\_ OR # \_\_\_\_\_ 4. Validating Officer: \_\_\_\_\_

<p><i>It is my responsibility to know the rules and regulations of the school. I hereby agree to follow the school rules and regulations.</i></p> <p>_____</p> <p>Signature of student</p>	<p>I hereby attest with my full knowledge that I am responsible for the studies of my child; a bi-monthly check-up, a periodic follow-up of his/her classes; attend PTA activities, and I will come to claim his/her report card every grading period.</p> <p>_____</p> <p>Signature over Printed name of Parent/Guardian</p>
--	---

----- tear here -----

**STUDENT'S COPY (Please present this slip for book purchases, ID processing and has to be submitted at first day of class to the adviser)**

Name: \_\_\_\_\_ ID No. \_\_\_\_\_ Grade Level \_\_\_\_\_

(Family Name) (First Name) (Middle Name)

Track: Academic Track: TechVoch:

( ) STEM ( ) HE

( ) ABM ( ) ICT

( ) HUMSS ( ) Caregiving

( ) GAS

**REMARKS/PROMISSORIES/AFFIDAVITS:**

Enrollment Guidelines:

1. Please follow the enrollment flow in order to be guided. Enrollment program is on first come, first serve basis.
2. Registration Fee is to be paid upon enrollment, and non-refundable in case of cancellation. If the student opt to withdraw/stop attending classes, the following charges shall apply:

Withdrawal/Termination of Enrollment Period	Charges
From Start of classes up to 2 weeks (14 days)	- FREE OF CHARGE but Registration Fee is Non Refundable
After 2 weeks up to 2 months (15-60 days)	- 10% on Tuition Fee, Full on Miscellaneous and Other Fees
After 2 months up to 4 months (61-120 days)	- 30% on Tuition Fee, Full on Miscellaneous and Other Fees
After 4 months up to 5 months (121-150 days)	- 50% on Tuition Fee, Full on Miscellaneous and Other Fees
After 5 months (151 days and above)	- 100% on Tuition Fee, Full on Miscellaneous and Other Fees

**All Payments are to be made only at the School Teller/Cashier.**

3. Tuition Fee Billings will be given to the students in the form of Statement of Accounts and to be paid before each scheduled major examination. Parents or guardians are encouraged to check in the Cashier’s Office for updates in their payment schedules.
4. Clearances are also required for students who opted to cancel or withdraw their enrollment.

This is to certify that we have read the Enrollment Guidelines stated above.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Parent/Guardian