



Holy Trinity Academy of Calamba, Inc.
A DEPED RECOGNIZED AND ESC CERTIFIED SCHOOL
Brav. Barandal, Calamba City, Laguna
Contact Nos: (049)502-3785/0999-872-1945
Shepherding the Heart and Training the Mind



Name of student:
Name of parent/guardian:
LRN:
Grade Level:

ENROLLMENT POLICY CONTRACT

This is a legally binding contract. Read it carefully.

This Enrollment Policy Contract (the "Contract") is entered into by and between Holy Trinity Academy of Calamba, ("School"), and the Parent(s)/Guardian(s) whose signature(s) appear below for the enrollment of the student named above (the "Student") for the SY 2021-2022.(the "School Year"). In consideration of the enrollment of the above-named Student by the School, the undersigned Parent(s)/Guardian(s) ("I/we") represent(s) that they are the parents/legal guardians of Student, with authority to enter into this Enrollment Contract regarding the Student.

SCHOOL RULES:

- Student's enrollment at the School is subject to the general statements, rules, regulations, conditions and financial terms contained in the School's Parent-Student Handbook. Parents acknowledge and recognize that upon signing this Enrollment Contract, they agree to abide by and comply with the school's expectations, requirements and policies as stipulated in the school's Parent-Student Handbook and other circulars and memoranda issued by the institution.

- They are financially responsible for the payment of tuition and deposit and agree(s) to pay the tuition and deposit as established below and all other fees as may come pertinent to support the school programs and activities.

SUPPORT:

- ❑ Student's enrollment at the School is subject to Parent support of the standards of the School in its philosophy, methods, objectives, and policies, including moral, academic, behavioral, dress, conduct, and disciplinary standards; to assume the responsibility for parental monitoring of Student's education, being an encourager, and keeping in regular contact with the student's teachers; and to attend meetings called by the School. Parent also agrees to support, to the best of Parent's ability, the School's entire program through time, attendance and participation in various School activities.

ADMISSION REQUIREMENTS:

- ❑ As parents/guardians, we shall submit complete requirements upon enrollment. For new enrollees and transferees, the school shall give the parents 30 days after enrollment to secure the documents from the previous school. Failure to comply will result in the school to withdraw the student from the roster. This means forfeiture of his/her enrollment, including the non-refunding of the Admission fee.

TUITION OBLIGATION:

- ❑ As parents, we shall settle the full admission fee before the communicated due date.
- ❑ We agree that the tuition fee for monthly payers is due every 20th of each month, for 10 months, starting in August. A student with unpaid tuition shall be allowed to take the exam provided that we as parents/guardians fill up and sign a Promissory Note to secure the Exam Permit. This promissory note may be used a maximum of three(3) times. After the third time, the school will no longer accept the Promissory Note. We also understand that the School will not release the Progress Report Card and other credentials required by DEPED until the account is settled.
- ❑ Parent understands that the Student is being enrolled for the entire School Year or period covered by this Contract. The Parent further understands that the overhead expenses of the School do not diminish with the departure of some students during the course of the school year and agrees that it is impossible for the School to determine at the time of Parent's execution of this Enrollment Contract the damage and loss to the School that would occur due to the later cancellation/withdrawal of some of the students who have enrolled. Therefore, once this Contract has been submitted to the School with the Tuition Deposit, the Parent becomes liable for the entire year's tuition and fees as liquidated damages (and not a penalty) even if the Student is withdrawn, absent, or is involuntarily separated from School. If the Student is withdrawn, absent, or

involuntarily separated, for any reason, including without limitation, change of residence, health, or withdrawal, there will be no refund or reduction of fees or tuition, and any unpaid balance becomes immediately due and payable.

- ❑ As stated in the Manual of Regulations for Private Schools:
 - a. A student who withdraws within the first week of classes will be charged 10% of the total amount due for the school year.
 - b. A student who withdraws within the second week of classes will be charged 20% of the total amount due for the term regardless of whether or not he/she has actually attended classes.
 - c. A student will be charged for the total amount due if he/she withdraws anytime after the second week of classes.

WITHHOLDING OF CREDENTIALS:

- ❑ We understand and agree that in the event of transfer out or drop out, our child's credentials which may include, but is not limited to, his/her Report Card and Permanent Record(SF 10/Form 137), may be withheld by Holy Trinity Academy of Calamba, until our child's documentary and financial requirements have been fully met.

NEW STUDENT TRANSCRIPTS/PERMANENT RECORD(SF 10 OR FORM 137):

- ❑ If the student is transferring from another school, it is the Parent's responsibility to ensure that the School the student came from, promptly provides Holy Trinity Academy of Calamba with an official transcript of records or Permanent Record(SF 10 or Form 137).

PHOTOS AND IMAGES:

- ❑ The Parent agrees to allow the Student's name, photograph, voice or information to be posted by the School for use in social networks and websites without compensation and without prior notice. Parent acknowledges that a student's name, photograph, voice or information is not to be used for commercial use but will only serve as part of documentation of school activities that may be posted in the Facebook page of the school, websites, and tarpaulins posted in front of the school. Parent releases and holds the School harmless from any liability stemming from the use of the Student's name, photograph, voice or information.

SCHOOL DIRECTORY:

- ❑ Parent authorizes the School to place family information, including name(s), home address(es), email address(es), and telephone numbers of Parent, Student, and other children in attendance at the School, in a directory of

students to be available to faculty of the school as needed for communication. Parent acknowledges that this directory and the information therein is not to be used for commercial use and is not to be distributed to any person other than another School family.

RELEASE OF STUDENT RECORDS:

- ❑ Parent consents and holds the School harmless for the release of Student's records and information upon request by an educational institution or for scholarship purposes. Parent also releases and holds the School harmless from any liability stemming from the use, disclosure, or release of Student's records or information to an educational institution or for scholarship purposes.

SCHOOL/FAMILY COOPERATION:

- ❑ A positive and constructive relationship between the School and Family Member (defined as Parent, Student, or other person associated with Student) is essential to the School's educational purpose and responsibilities to its students. If any Family Member engages in behavior, communications, or interactions on or off campus, that is disruptive, intimidating, overly aggressive, or reflects a loss of confidence in or disagreement with the School's policies, methods of instruction or discipline, or otherwise interferes with the School's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to dismiss the Family or Family Member from the community. The School may also place restrictions on a Family Member's involvement or activity at School for other reasons that the School deems appropriate. Any determination under this Paragraph shall be in the School's sole discretion. The School also reserves the right to withdraw an offer of enrollment or re-enrollment at any time.

FORCE MAJEURE:

- ❑ The School's duties and obligations under this Contract shall be suspended immediately without notice during all periods that the School is closed because of force majeure events including, but not limited to, any fire, act of God, hurricane, war, governmental action, act of terrorism, epidemic, pandemic, or any other event beyond the School's control. If such an event occurs, the School's duties and obligations in this Contract will be postponed until such time as the School, in its sole discretion, may safely reopen. In the event that the School cannot reopen due to an event under this clause, the School continues to assume that the child's documentary and financial requirements will be fully met. (This is because we will still need to comply with our duties and obligations to our faculty and staff and most importantly, this is to ensure that as a school,

we will comply with the requirements of DEPED, PEAC and other government agencies.)

ABSENCES AND TARDINESS

- ❑ Section 157.1 of the Compendium of Education Legislation for Private Education states that "A student is required to be present for at least 80% of class days. The number of school days is determined by DEPED. Excessive absences and tardiness have its corresponding sanctions. An accumulated 20% of the school days shall merit Official Dropping status.

DATA PROTECTION POLICY

- ❑ We agree that by enrolling a student at Holy Trinity Academy of Calamba, we are allowing it to collect, use and process my child's personal data where a legitimate education purpose exists in its determination as enumerated in HTAC's Data Privacy Policy. Reference to this is Republic Act no. 10173 or the Data Privacy Act of 2012.

*Both parents must sign (unless the School, in its discretion, permits enrollment with one parent's signature).

CONFORME: ENROLLMENT POLICY CONTRACT

Signing below signifies our understanding and agreement of the Enrollment Policy Contract of Holy Trinity Academy of Calamba, Inc.

Parent signature above printed name/Date	Parent signature above printed name/Date
Student's signature above printed name/Date	School Principal's signature above printed name/Date