REGISTRATION SCHEDULE FOR SY 2014-2015 (3-19-14)

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<th>MAY</th>
<th>SUN</th>
<th>MON</th>
<th>TUES</th>
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<th>THURS</th>
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<td>Pre-Kinder/ Kinder/Gr.1</td>
<td>Gr. 2-4</td>
<td>Gr. 5 &amp; 6</td>
<td>Late Enrollment w/ surcharge</td>
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<td>Late Enrollment w/ surcharge</td>
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<td>Yr. 1 (1st batch)</td>
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<td>Yr. 3</td>
<td>Yr. 4 &amp; 5</td>
<td>Yr. 1 (2nd batch)</td>
<td>Irregular/ transferees</td>
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- Scholars/Grantees follow the same enrollment schedule (together with their batch mates)
REGISTRATION PROCEDURE
GRADE SCHOOL & HIGH SCHOOL UNITS

STEP 1:  
SOCIAL HALL: Printing of assessment form
• For FULL PAYMENT, proceed to STEP 3, Cashier 4, Business Office
• For INSTALLMENT PAYMENT: Prepare post-dated checks (PDCs)
  - Pay to: ST. SCHOLASTICA’S COLLEGE
  - One set of PDCs per student if enrolling more than one child
  - Write student’s name and ID # at the BACK of check
  - Authorized signatory must sign every alteration

Proceed to STEP 2, AMRHEIN GALLERY

STEP 2:  
AMRHEIN GALLERY:
A. Type and print PDC WARRANTY FORM
B. Submit PDCs together with the accomplished PDC warranty Form.

STEP 3:  
BUSINESS OFFICE: Payment of AMOUNT DUE UPON ENROLLMENT

Cashier 1, 2, 3, 4:  
Cash  
Credit Card  
Dated Check:  
-Pay to: St. Scholastica’s College  
-Write Student Name and ID # - back of check  
-Authorized signatory must sign every alteration

Note: Payment in full thru BDO Online Banking or Bills Payment are posted only the following banking day.

STEP 4:  
2ND FLOOR MARYVILLE /CANTEEN: Purchase/order of SCHOOL/GALA UNIFORMS

STEP 5:  
CARIDAD BARRION HALL: Purchase of books/supplies
ENROLLMENT PROCEDURE

COLLEGE UNIT

STEP 1: SOCIAL HALL: Printing of assessment form
- For PLAN A (Annual-full payment), proceed to STEP 3, Cashier 4, Bus. Off.
- For PLAN B-D (Installment): Prepare post-dated checks (PDCs)
  - Pay to: ST. SCHOLASTICA’S COLLEGE
  - One set of PDCs per student if enrolling more than one child
  - Write student’s name and ID # at the BACK of check
  - Authorized signatory must sign every alteration

Proceed to STEP 2, AMRHEIN GALLERY

STEP 2: AMRHEIN GALLERY:
- Type and print PDC WARRANTY FORM
- Submit PDCs together with the filled-up PDC warranty Form.

STEP 3: BUSINESS OFFICE: Payment of AMOUNT DUE UPON ENROLLMENT
Cashier 1, 2, 3:
- Cash
- Credit Card
- Dated Check:
  - Pay to: St. Scholastica’s College
  - Write Student Name and ID # - back of check
  - Authorized signatory must sign every alteration

Note: Payment in full thru BDO Online Banking or thru Bills Payment are posted only the following banking day.

STEP 4: CLINIC

FOR NEW STUDENTS: Medical & Dental Examination X-ray
FOR HRM STUDENTS: Submission of stool specimen

STEP 5: 2ND FLOOR MARYVILLE /CANTEN: Purchase/order of SCHOOL/PE UNIFORMS

STEP 6: SOCIAL HALL

FOR NEW STUDENTS: ID Picture –taking
  ID activation & e-registration
  ID validation
FOR OLD STUDENTS: Update of personal data
  ID validation

STEP 7: KIOSK NEAR SOCIAL HALL: Viewing of Registration Form
ONLINE REGISTRATION
for old/regular/cleared COLLEGE students

STEP 1 - HOME
- SSC Website (http://myisis.ssc.edu.ph)
- Print Assessment Form

STEP 2 - BDO Payment Facility or Internet Banking
- Pay tuition and fees IN FULL

STEP 3 - HOME
- SSC Website: (http://myisis.ssc.edu.ph)
- Print Registration Form

STEP 4 - STUDENT AFFAIRS OFFICE
- ID validation (any day during the Registration Period)

NOTE: Students who are required to have medical/dental check-up and/or to submit x-ray/stool specimen must personally come to SSC on any day during the Registration Period.

ONLINE REGISTRATION
FOR GS/HS STUDENTS

Same as Step 1 & 2
For books & uniform: anytime between May 13 - June
VOLUNTARY EARLY REGISTRATION

1. Only those who are cleared by their Unit (GS/HS/College) can avail of early enrollment

2. Secure VOLUNTARY EARLY ENROLLMENT FORM from the Principal’s Office/Dean’s Office and get the approval of the Principal/Dean.

3. The assessed fees will be the fees of the previous school year. The student pays the adjusted amount as they fall due, depending on the choice of mode of payment. Adjustment in the amount paid must be done one week from the official opening of classes of the Unit.

4. After payment, submit the lower portion of the form to the Registrar’s Office.

GUIDELINES & POLICIES

1. Enroll on the day assigned to your level (or avail of the voluntary early enrollment or pay surcharge of Php 500.00 for late enrollment).

2. College students who enroll late may be at risk of being UNBLOKCED. A class is considered CLOSED if it has reached the maximum number of students - 40)

3. In order to avoid long lines and long wait, students who were unable to enroll on the day assigned to them may enroll the next day beginning 3 p.m.

4. Parents with two or more children may enroll at the same time.
PAYMENT POLICIES

1. Modes of payment may be in full or in installment.

2. Required payment upon enrollment may be paid to:

   **SSC – Business Office:**
   - **Full payment:** Cash/Check/Credit Card
   - **Installment payment:** Cash/Check/Credit Card plus the required PDCs

   **BDO Bills Payment:** Full payment only
   **Online Banking:** Full payment only

3. If check payment for enrollment is returned by the bank, enrollment is automatically cancelled. The parents will be notified through calls or through the mail upon return of the check. Replacement for returned/dishonored check shall be in cash, credit card or manager’s check and shall be paid at the Business Office – Cashier’s Window only.

4. For installment payments, issuance of PDCs with the fully accomplished PDC Warranty Form is required.

5. Full payment through BDO Bills Payment and online payments may be viewed by the Business Office only on the next banking day. Those who choose this method of payment are advised to remit a day before the scheduled enrollment.

6. Use only Bills Payment Form when paying through any BDO branch. Do not use ordinary deposit slip.

7. Students with 12 units and below are required to pay in full upon enrollment.

8. Grantees / Scholars may pay their counterpart in full or in installment plus PDCs.

9. Students with outstanding balance will not be allowed to enroll before full settlement of account.

10. One-time payment amounting to $500.00 will be charged to foreign students on their first year. This may be paid in peso currency applying the prevailing rate advised by the Business Office.

**PENALTIES:**
- P500.00 – for late enrollment. See Enrollment Schedule.
- 3% of the amount of the check for returned checks.
- In case of withdrawal of enrollment:
  - Before start of classes – P2,000.00
  - Within the 1st week of classes – 10% of TOTAL SCHOOL FEES
  - Within the 2nd week of classes – 20% of TOTAL SCHOOL FEES
  - After the 2nd week of classes – 100% of TOTAL SCHOOL FEES
GUIDELINES FOR POST-DATED CHECKS (PDCs)

1. SUBMISSION:

A. Complete number of PDCs is required before paying the amount for enrollment.

B. Warranty Form on PDC should be filled-up completely in duplicate copies. The student’s copy of the warranty form serves as reference and reminder for the due dates of checks issued. SSC will no longer release a periodic Statement of Account.

C. The following information should be written legibly at the back of every check: student name, student number, address and contact number.

D. It is suggested that the amount of check be written only after the printing of the Assessment form. The actual and final amount of tuition and fees may vary from the sample assessment forms posted outside the Registrar’s Office. The sample assessment forms reflect the fees of regular students/block sections.

E. One set of PDCs and warranty form should be issued for each student.

2. IN CASE OF A REQUEST FOR PULL-OUT:

A. Written request for pull-out addressed to the VP for Finance should be submitted at least 10 banking days prior to the due date of the PDC with any of the following requirements:

   - Payment in cash, dated check or credit card is made upon submission of the letter request.
   - Proof of payment via online or bills payment is presented upon submission of the letter request.
   - Another PDC is issued upon submission of the letter request bearing the same details (date, payee, amount) as the check being requested to be pulled out.

3. IN CASE OF VALID REFUNDS:

Refunds shall be processed after the PDC for final installment payment has been cleared by the bank.

OPENING OF CLASSES

June 9, 2014