ST. SCHOLASTICA'S COLLEGE, MANILA
SENIOR HIGH SCHOOL: LEADERSHIP ACADEMY
PAYMENT SCHEME
SCHOOL YEAR 2015-2016

LEVEL	BREAKDOWN	ANNUAL	SEMESTRAL	QUARTERLY	MONTHLY
	Upon Registration:	**80,310.00**	**57,610.00**	**52,910.00**	**43,210.00**
GRADE 11	**Balance due:**				
	07/16/2015				5,000.00
	08/16/2015			10,000.00	5,000.00
	09/16/2015				5,000.00
	10/16/2015		25,000.00	10,000.00	5,000.00
	11/16/2015				5,000.00
	12/16/2015			10,000.00	5,000.00
	01/16/2016				5,000.00
	02/16/2016				5,000.00
	GRAND TOTAL	**80,310.00**	**82,610.00**	**82,910.00**	**83,210.00**

LEVEL	BREAKDOWN	ANNUAL	SEMESTRAL	QUARTERLY	MONTHLY
	Upon Registration:	**86,370.00**	**63,710.00**	**59,010.00**	**49,310.00**
GRADE 12	**Balance due:**				
	07/16/2015				5,000.00
	08/16/2015			10,000.00	5,000.00
	09/16/2015				5,000.00
	10/16/2015		25,000.00	10,000.00	5,000.00
	11/16/2015				5,000.00
	12/16/2015			10,000.00	5,000.00
	01/16/2016				5,000.00
	02/16/2016				5,000.00
	GRAND TOTAL	**86,370.00**	**88,710.00**	**89,010.00**	**89,310.00**

Note: *OTHER FEES (PER TRACT) NOT YET INCLUDED IN THE ABOVE PAYMENT SCHEME MUST BE PAID IN FULL UPON ENROLMENT

REMINDERS:

1. **Modes of Payment may be in full or in installment.**
2. **Required payment upon enrolment may be paid to:**
   - **ST. SCHOLASTICA'S COLLEGE** — **Full Payment: Cash/Check/Credit Card**
     Installment Payment: Cash/Check/Credit Card plus the required PDC's
   - **BDO-BILLS PAYMENT** — **Full payment only**
3. **The Business Office will automatically cancel the Official Receipt and the Enrollment of those whose check were returned/dishonored by the bank. 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 Post Dated Checks (PDCs) with the fully accomplished PDC Warranty Form is required.**
5. **Read the PDC Warranty Form carefully before signing up. Present a copy of warranty Form upon payment.**
6. **Full payment thru BDO bills payment and on line payment may be viewed by the Business Office only on the next banking day. Those who choose this payment scheme are advised to remit a day before the scheduled enrollment.**
7. **Use only Bills Payment Form when paying through any BDO branch. Do not use ordinary deposit slip.**
8. **Grantees/Scholars may pay their counterpart in full or in installment plus the required PDCs.**
9. **One-time payment amounting to $500 will be charged to foreign students on their first year.**
10. **Students with outstanding balance will not be allowed to enroll before full settlement of account**

PENALTIES:

- **P500.00 -for late enrolment. See notice for the enrolment schedule.**
- **P1200.00 per year of back accounts (school year starts in May and ends in April of the following year)**
- **P100.00 for every month of late payment**
- **3% of the amount of the check for returned checks. The checks will not be redeposited.**
- **In case of withdrawal of enrolment:**
  - **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**