

Coronado's School of Quezon City, Inc.

4 Kawayan St. NPC Village Brgy. Pasong Tamo, Tandang Sora, Quezon City

We, the parents, and students, recognize our duties and responsibilities in working together with Coronado's School of Quezon City, Inc. We jointly agree to comply with the school's expectations and requirements.

TUITION FEE TERMS & CONDITIONS

I understand and will abide by the following terms and conditions.

1. The tuition fee covers services for School Year 2021 – 2022
2. Pay school fees **ON TIME**. Promissory notes shall be issued in case payments will be delayed at least one week before the due date. Submitting consecutive promissory notes is not allowed.
3. Acknowledge that the contract of enrollment is for one school year. For any withdrawal upon admission, the parent/student is accountable with the enrollment bond equivalent to the downpayment of the particular level in enrolled in. For withdrawal within the school year, the parent/student is obligated to settle the total fees for the whole school year.
4. Keep copies of records from the Registrar, Finance, and other offices. Any lost receipt and other documentary requirements shall be subject to a processing time and fee.
5. Recognize the right of Coronado's School of Quezon City, Inc. to withhold the release of the student's school records/credentials/documents in the event that his/her admission from the school is withdrawn within the school year/quarter until all financial accountabilities for the whole school year are fully settled.
The full amount of tuition and all school fees is non-refundable. In the same manner, any school record of the student will NOT be released at any time during the school year should there be any balance in the school fees (regardless of the amount).
6. A student who transfers or otherwise withdraws, in writing, within two (2) weeks after he has already paid the pertinent tuition and other fees, in full or any partial rate equivalent to longer than one month, may be charged ten percent (10%) of the total amount due for the school year if he withdraws within the first week, or twenty percent (20%) if within the second week. The student may be charged all the school fees in full if he withdraws anytime after second week.

However, if the transfer or withdrawal is due to the justifiable reason, the student shall be charged the pertinent fees only up to and including the month of attendance, the student shall be charged the pertinent fees only up to and including the month of attendance. (DepEd policy on refund as stipulated in the 1992 Manual of Regulations for Private Schools, 8th Edition). This request should be done in writing.

AS THE PARENT AND STUDENT, I/WE COMMIT TO THE FOLLOWING:

Students are expected to:

1. Create and maintain a study schedule at home with his/her subject teachers and parents:
 2. Have the initiative to ask for help, make contact with other students and teachers, and describe any problem that he/she may encounter with the learning materials using email, text and/or the telephone.
 3. Study and complete assigned tasks dutifully.
 4. Have a strong desire to learn skills, acquire knowledge, and fulfilled assigned tasks.
 5. Have the basic reading, writing, math, and computer literacy skills to succeed in class.
 6. Know how to open, create and/or save a document, and use basic technology tools.
- *Items 5 and 6 are only applicable to Grades 4-12.

Parents/Guardians are expected:

1. Set-up a study space for the student, including the technology required;
2. Attend parent's orientation and review the class syllabus with the student.
3. Reinforce the student to actively participate in different learning activities;
4. Assist the student in completing their school activities;
5. Help the student maintain a regular study schedule;
6. Monitor the student's progress weekly using the access to the student's LMS;

7. Be helpful, cooperative, and supportive to the school and to give comments, suggestions, or grievances in constructive manner and through proper channels (in writing with signature or by having a scheduled conference with the concerned school personnel or the School Administration).
8. Regularly confer with the teacher/adviser of the student in a polite and considerate manner. Thus, exhibiting and showing disgraceful, scandalous, or shameful conduct can mean non-admission of the student for the next school year.
9. Submit all pertinent records of the student especially his/her Form 137/SF10 on or before the first quarter. Failure to do so would mean cancellation of his/her enrollment.

System Requirements

I am aware that a major part of our learning resources is access through an online system portal.

Therefore, I will ensure that our internet browser has the latest updates before logging into the portal.

The system requirements are any of the following:

1. Google Chrome version 64 or higher
2. Firefox 57 or higher
3. Microsoft Edge
4. Safari version 9 or higher

Picture Authorization

I hereby allow my child’s picture or any image to be part of any matter produced by Coronado’s School of Quezon City, Inc. for public consumption for the purposes of promotion, including videos taken in the institution.

Data Privacy

The protection of your personal and sensitive information is essential to us Coronado’s School of Quezon City, Inc. as an educational institution, we comply with all applicable data protection, DATA PRIVACY ACT OF 2012. As part of being part of the Coronian School Community, who provide personal and sensitive information to Coronado’s School of Quezon City, Inc. you authorize and consent to the use and transfer of said information to valid and legit purposes.

Coronado’s School of Quezon City, Inc. also commits to maintaining the integrity and confidentiality of personal data against any incidents or breaches while ensuring the protection of the fundamental rights of privacy.

Coronado’s School of Quezon City, Inc. employees are obliged to treat all information confidentially.

We understand that non-compliance with any of the above conditions may result in an official withdrawal of the student from the enrollment list and/or non-admittance to the school year:

Name of Parent/Guardian & Signature: _____ Date: _____

Name of Student & Signature: _____ Date: _____