

Memorandum on Student Clearance, Enrollment, and Scholarship Grants

January 24, 2011

Dear Lasallian Parents,

In a few weeks, we will be culminating another school year confident that the goals we have set for our Lasallian learners have been achieved. As we prepare for school year 2011-2012, we wish to issue and reiterate the following information pertinent to your child's/children's year-end clearance and enrollment:

I. NO CLEARANCE – NO EXAM

For the Third Term Final Examinations, the NO CLEARANCE, NO EXAM Policy will be strictly enforced. Hence, all students especially the graduating Seniors and Grade 7 should make sure that all financial obligations or other material requirements have been fulfilled or submitted to the offices listed below. Clearance forms will be out by **February 22, 2011** (for Grade 7 & Seniors) and **March 7, 2011** (for undergrads). **Deadline** of submission to the Registrar's Office is on **March 2 & March 16, 2011**, respectively. For inquiries or clarifications, please contact the office concerned at the given numbers.

OFFICES	DIRECT LINES	Local Nos. via 771-DLSZ
Accounting	842-5536	228
Registrar's/Admissions	809-1840	792;796 or 712
Institutional Dev't. & Communications	842-8480	748
Learning Resource Center		(HS) 774 (Gr.4-7) 772 (JP-Gr.3) 775
Parents' Association	842-3395; 659-2228	830
Assistant to the Principal / Class Adviser		(HS) 514 (Gr.4-7) 442 (JP-Gr.3) 416

Important Note: Included in the payables are the membership dues and other payments for activities of the Parents Associations. Your child/ Children will also be notified about any payable to the PA and clarifications / concerns on this could be addressed to the PA Office Manager or Secretary at tel. nos. 659-22-28 or 842-33-95.

II. ENROLLMENT

A. SCHEDULE

- | | | |
|------------|---|---|
| Feb. 8-11 | - | New Students (Junior Prep & Senior Prep only) |
| March 8-11 | - | New Students (Grade 1 to Grade 7) |
| April 18 | - | Senior Prep and Grade 1 |

April 19	-	Grade 2
April 25	-	Grades 3 & 4
April 26	-	Grades 5 & 6
April 27	-	Grade 7
April 28	-	First Year (old and new students)
April 29	-	Second Year (old and new students)
May 2	-	Third Year
May 3	-	Fourth Year

Important Note:

- Families with 2 or more children may enroll at the same time following the schedule of the eldest child.

B. EARLY ENROLLMENT / ONLINE ASSESSMENT

Parents who wish to enroll their children earlier than the aforementioned period may simply go to the Registrar during office hours beginning **February 1, 2011**. Also, from this date onwards, **online assessment** will be made accessible through the DLSZ website <http://family.zobel.dlsu.edu.ph>. To access, parents should employ the username and password that had been allocated for each family. Please feel free to contact the Registrar's Office or email **IT – helpdesk@zobel.dlsu.edu.ph** to retrieve or verify your assigned username or password.

Important Note: Early enrollment is made available for the convenience of parents who may have other engagements during the regular enrollment schedule. However, this does not exempt students who might have to complete academic requirements (remedial / summer classes) or who have financial obligations to the school. **FAILURE TO COMPLETE THE AFOREMENTIONED REQUIREMENTS BEFORE THE BEGINNING OF SY 2011-2012 SHALL RENDER THE ENROLLMENT INVALID.**

C. LATE ENROLLMENT

Parents who wouldn't be able to enroll their children on the assigned date should request the Registrar for rescheduling on or before **February 15, 2011** and pay a reservation fee of **Php 3,500.00 per child**. The reservation fee is deductible from the tuition fee upon enrollment but is NOT refundable.

A late enrollment penalty of **Php 5,000.00 per child** shall be charged to those who fail to enroll on the regular schedule (on or before May 3, 2011) without prior approval from the Registrar.

D. BOOKS AND OTHER SUPPLIES

School materials will be available for distribution and pick up during the regular enrollment period. The **Junior Prep and Senior Prep books/supplies** may be claimed beginning April 1, 2011.

To claim the materials, please **present your official receipt** to the Bookstore personnel for proper identification.

E. CREDIT CARD PAYMENT

The Accounting Office will be accepting payments thru **Union Bank Credit Card**. Union Bank is offering easy terms and low interest rates for tuition payments. Parents who wish to avail of this promotion or have inquiries may contact Djyd Gonzales of Union Bank - Alabang Branch at tel. nos. 809-0689 to 95.

III. SCHOLARSHIP GRANTS

Application for Scholarship Grants is open to qualified students. For details of the different grants, please log on to www.dlszobel.dlsu.edu.ph or contact the Institutional Development Communications Office at local 748 or 842-8480. **Deadline** for submission of Scholarship application is on **March 7, 2011**. The Scholarship Grants Committee shall release the results on or before **April 15, 2011**. The Committee reserves the right to approve, disapprove, or revoke Scholarship applications. The decision of the Committee shall be deemed final.

Important Note: 1. Students who enjoy the scholarship during the current year are required to re-apply to avail of a scholarship the following school year.

2. The SFAP Committee will only entertain online scholarship application.

Thank you very much for your kind attention.

In St. La Salle,

Br. Dennis M. Magbanua FSC
School President

-----REPLY SLIP-----

Date: _____

I have read and understood the contents of the **Memorandum on Student Clearance, Enrollment, and Scholarship Grants** and I shall:

_____ Enroll my child(ren) as scheduled

_____ Enroll my child(ren) on a later schedule and pay the reservation fee of Php 3,500.00 per child. I will work out a schedule with the Registrar on or before February 15, 2011.

_____ NOT re-enroll my child(ren) at DLSZ for next school year.

Parent's Printed Name & Signature

Student's Name

Level/Sec.