



## Memorandum on Student Clearance, Enrolment and Scholarship Grants

February 3, 2012

Dear Lasallian Parents,

In a few weeks, we will be culminating another year confident that the goals we have set for our Lasallian learners have been achieved. As we prepare for school year 2012-2013, we wish to issue and reiterate the following information pertinent to your child's/children's year-end clearance and enrolment:

### I. STUDENT CLEARANCE

For the Third Term Final Examinations, 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 21**, (for Grade 7 and Seniors) and **March 5, 2012** (for undergraduates). Deadline for submission of clearance to the Registrar's Office is on **February 28 & March 9, 2012**, respectively. For inquiries or clarifications, please contact the office concerned at the following numbers.

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

**Important Note:** Included in the payables are the membership dues and other payments for activities of the Parents Association. Your child/ children will also be notified about any account payable to the PA and clarifications/ concerns on this could be addressed to the PA Office Manager or Secretary.

### II. ENROLLMENT

#### A. SCHEDULE

- Feb. 7-10 - New Students (Junior Prep and Senior Prep only)
- March 6-9 - New Students (Grade 1 to Grade 7)
- April 17 - Senior Prep and Grade 1
- April 18 - Grade 2
- April 19 - Grades 3 and 4
- April 20 - Grades 5 and 6
- April 23 - Grade 7
- April 24 - First year (old and new students)
- April 25 - Second Year (old and new students)
- April 26 - Third Year
- April 27 - Fourth Year

**Important Note:** Families with 2 or more children may enrol at the same time following the schedule of the eldest child.



## B. EARLY ENROLLMENT / ONLINE ASSESSMENT

Parents who wish to enrol their children earlier than the aforementioned period may simply go to the Finance Office during office hours beginning **February 7, 2012**. Those who will pay the tuition and fees in FULL can avail of **the 2% discount on the tuition fee from February 7 to April 27, 2012**.

**Example:**

Tuition fee	P87,000.00
Less: 2% discount	<u>1,740.00</u>
Net Tuition Fee	P85,260.00
Miscellaneous fees	6,000.00
-Specific fees	<u>10,000.00</u>
Amount to be paid	P101,260.00

Online Assessment through the Family Portal (<http://family.zobel.dlsu.edu.ph>) will also be available starting February 15, 2012.

**Important Notes:**

Early enrolment is made available for the convenience of parents who may have other engagements during the regular enrolment 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 2012-2013 SHALL RENDER THE ENROLMENT INVALID.**

Those enrolling early will be assessed with the current fees. *Any adjustment in fees for SY 2012-2013 will be collected after the approval of the new fees by the Board of Trustees.*

## C. LATE ENROLLMENT

Parents who would not be able to enrol their children on the assigned date should request the Registrar for rescheduling on or before **February 15, 2012** and pay a reservation fee of **Php 4,000.00 per child**. The reservation fee is deductible from the tuition fee upon enrolment but is NOT refundable.

A late enrolment penalty of **Php 5,000.00 per child** shall be charged to those who fail to enrol on the regular schedule without prior approval from the Finance Office.

## D. BOOKS AND OTHER SUPPLIES

School materials will be available for distribution and pick up during the enrolment period for old students (April 17-27, 2012).

To claim the materials, please **present the assessment form together with the official receipt** to the bookstore personnel for proper identification of the materials and books to be purchased.

## E. CREDIT CARD AND BANCNET ONLINE PAYMENTS

The Accounting Office will be accepting payments through Allied Bank and Union Bank Credit Cards. 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 Vicky Sebastian of Union Bank – Alabang Branch at telephone numbers: 809-0689 to 95.

Bancnet Online Payments will be accepted during the regular enrolment period. Payments are made through <http://www.bancnetonline.com>. The payment reference number required for the transaction will be printed on the assessment form generated through the Family Portal.

## III. FAMILY PORTAL

The Family Portal (<http://family.zobel.dlsu.edu.ph>) is currently under revision. Please be guided by the following changes and the expected dates of completion.



- New Usernames and Passwords - Starting February 2012, the site will require an email address to serve as the Family Account username. Parents or guardians may register their new usernames and passwords when the site reopens.
- Scholarship Application Form - February 2012
- Students general and medical information - March 2012 - Parents may update their children's info (address, contact numbers, etc) as well as their medical history (allergies, hospitalizations, etc).
- Online Assessment - February 15, 2012
- Application for Fetchers ID and DLSZ Car Stickers - April 2012

#### IV. SCHOLARSHIP GRANTS

Application for Scholarship Grants is open to qualified students starting February 1, 2012. For details of the different grants, please log on to [www.dlszobel.edu.ph](http://www.dlszobel.edu.ph) or contact the Institutional Development and Communications Office at local 748 or 842-8480. **Application for scholarship should be done online through the Family Portal.** Deadline for submission of Scholarship application is on **February 29, 2012.**

The Scholarship Grants Committee shall release the results on or before **April 16, 2012.** The Committee reserves the right to approve, disapprove, or revoke Scholarship applications. The decision of the Committee shall be deemed final.

Students who are qualified to re-apply for any scholarship may do so provided they settle their accounts on or before February 29, 2012.

##### **Important Notes:**

- 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 Student Financial Assistance Program Committee will only entertain online application.**

Please accomplish the reply slip below and return to your child's adviser on or before **February 7, 2012.**

Thank you very much for your kind attention.

In St. La Salle,

(signed)  
**TEODORA A. RIEL**  
Director for Student Support and Information Services

Noted by:

(signed)  
**BR. DENNIS M. MAGBANUA FSC**  
President