

II. SCHOLARSHIP GRANTS

Application for Scholarship Grants of qualified students and current grantees should be done online through the Family Portal beginning **February 3 up to February 28, 2020**. For details of the different grants, please log on to www.dlszobel.edu.ph or contact the Advancement and Communications Office at 8771-DLSZ local 748 or 8842-8480 (direct line). Deadline for submission of required documents for the Scholarship application is on **February 28, 2020**.

Students who are qualified to re-apply for any scholarship may do so, provided they settle their accounts on or before **March 27, 2020**.

The Scholarship Grants Committee shall release the results on or before **April 30, 2020**. The Committee reserves the right to approve, disapprove, or revoke Scholarship applications. **The decision of the Committee shall be deemed final.**


Important Notes:

1. *Students who enjoy the scholarship during the current year are required to reapply for the continuation of grant for the following academic year.*
2. *The Scholarship and Financial Assistance Program Committee will only entertain online applications.*
3. *Tuition payments made before the granting of scholarships shall be refunded to the scholar's account upon presentation of the tuition fee official receipt.*

Please accomplish the reply slip below and return to your child's adviser on or before **January 10, 2020**.

Thank you very much for your kind attention.

In St. La Salle,


ROMANITO I. PATIGDAS
Registrar and Admissions Office Head

Noted by:


MARIA TERESA SUZETTE P. BALGOS
Director for Academic Services Department


BR. BERNARD S. OCA FSC
President and High School Principal

REPLY SLIP

(to be returned to Homeroom Adviser on or before **January 10, 2020**)

Date: _____

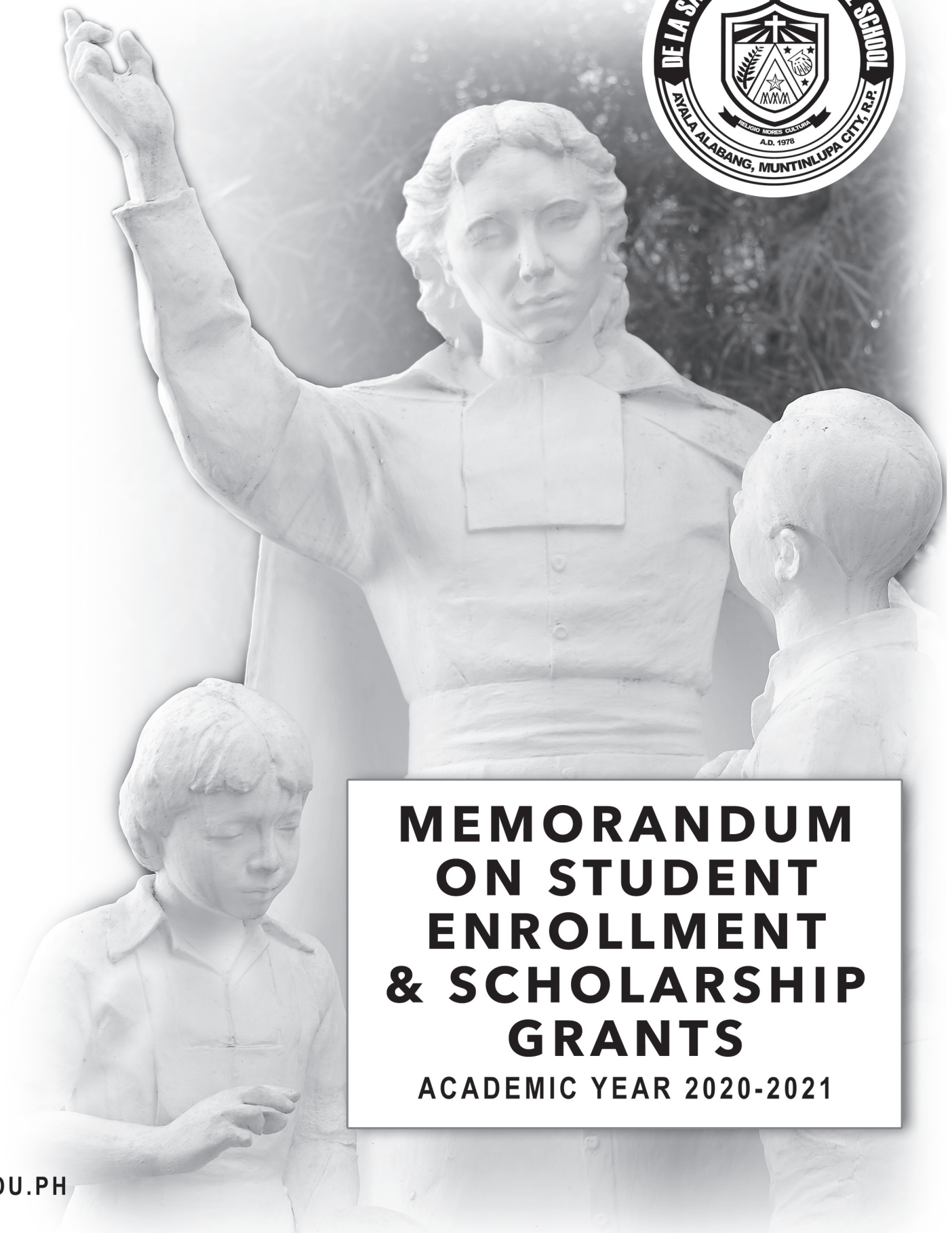
To: The Registrar's Office

I have read and understood the contents of the Memorandum on Student Enrollment dated December 11, 2019 and I shall:

- pay the reservation fee of Php 10,000.00 not later than **February 7, 2020** to confirm the re-enrollment of my child/children on the scheduled dates.
- pay the reservation fee of Php 10,000.00 and accomplish a Request for Late Enrollment Form at the Registrar's Office not later than **February 7, 2020**.
- NOT re-enroll my child(ren) in DLSZ for **Academic Year 2020-2021** because

Parent's Printed Name & Signature

Student's Name & Grade & Section



**MEMORANDUM
ON STUDENT
ENROLLMENT
& SCHOLARSHIP
GRANTS**
ACADEMIC YEAR 2020-2021

WWW.DLSZOBEL.EDU.PH

December 11, 2019

Dear Lasallian Parents and Guardians,

Greetings of Peace!

We are issuing the following information pertinent to your child's/children's enrollment for your reference and guidance:

I. ENROLLMENT

A. EARLY ENROLLMENT & ONLINE ASSESSMENT

Online Assessment through the Family Portal (<http://family.dlszobel.edu.ph>) will be available starting **February 13, 2020**. Parents may start enrolling their children on **February 20, 2020**.

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 or summer classes) or who have financial obligations to the school. **FAILURE TO FULFILL THE AFOREMENTIONED REQUIREMENTS OR OBLIGATIONS BEFORE THE BEGINNING OF ACADEMIC YEAR (AY) 2020-2021 SHALL RENDER THE ENROLLMENT INVALID.**

B. REGULAR ENROLLMENT SCHEDULE

For New Students:

LEVEL	DATE
Pre-Kinder	March 23
Kinder	February 17 & 18
Grade 1	March 20
Grades 2 to 6, 8 to 10 & 12	April 1
Grade 7	April 2
Grade 11	April 3

For Old Students:

LEVEL	DATE
Kinder & Grade 1	April 6
Grade 2	April 16
Grade 3	April 17
Grade 4	April 20
Grade 5	April 21
Grade 6	April 22
Grade 7	April 23
Grade 8	April 24
Grade 9	April 27
Grade 10	April 28
Grade 11	April 29
Grade 12	April 30

Notes:

- For those with two (2) or more children, please enroll them on the enrollment date assigned for the younger/est child.
- A two percent (2 %) discount (on tuition fees only) will be given to those who will avail of the annual mode of payment and will either pay in cash, check or using Citibank, Union Bank and PNB Credit Cards on or before April 30, 2020 or May 29, 2020 for those with reservation and who applied for late enrollment.

C. RESERVATION

All parents re-enrolling their child/children for AY 2020-2021 should pay the reservation fee of PhP10,000.00 per child not later than **February 7, 2020**.

The reservation fee is deductible from the tuition fee upon enrollment but is **NOT** refundable. If payment for the reservation fee has not been made, it is understood that the child is not re-enrolling and, as such, his/her slot may be given to a qualified applicant.

Parents who paid the reservation fee but would not be able to enroll their children within the regular enrollment period should fill out a **Request for Late Enrollment Form at the Registrar's Office on or before February 7, 2020. They are only allowed to enroll their children until May 29, 2020 without late enrollment fee.** Parents who did not pay the reservation fee and will enroll after April 30 will be charged a late enrollment fee of PhP5,000.00 per child.

D. FOREIGN STUDENTS

As a prerequisite for enrollment, all foreign students should submit the following to the Registrar's Office:

- Accomplished information sheet (to be secured at the Registrar's Office),
- Two (2) recent ID photos (size 2x2, white background),
- Photocopy of valid and updated passport,
- Photocopy of valid and updated visa (tourist, investor, etc.), and
- Photocopy of Alien's Certificate of Registration (ACR) I-card.

Moreover, foreign students who are required by the Bureau of Immigration to apply for a Special Study Permit (SSP) will be charged **Php8,000.00** upon enrollment.

E. OTHER PAYMENT FACILITIES

Aside from over-the-counter payments through the School cashier, parents are highly encouraged to make payments to the school through the following:

- Family Portal: Union Bank, Citi Bank & PNB Credit Cards. Moreover, payments can be made online via credit card (Visa and Mastercard) and debit cards. A minimal convenience fee will be charged for online payments.
- Union Bank Teller: Payments may also be made at any Union Bank branch using the Bills Payment Slip and details below:
 - Payment for (Company/Institution): De La Salle Santiago Zobel School
 - Client Name: Student's Name
 - Reference Number: Student's ID Number
- Internet Banking: Using your bank's mobile app or website, you may transfer funds to the school's Unionbank account with the following details:
 - Account Name: De La Salle Santiago Zobel School
 - Account Number: CA#018-03-000-6691
 - Remarks: Student's Name & Sec./ Purpose of payment

For payments made online or thru the bank teller, kindly send a digital copy of the bank transaction or confirmation slip to mark.go@dlszobel.edu.ph with the payment details (student's name/ ID number and level). An Official Receipt shall be issued after confirmation of payment.

F. BOOKS AND OTHER SUPPLIES

Books will be available for distribution and pick up starting **April 6, 2020** at the Special Filipino Room and BRafeNHS Room in the St. La Salle Building. To claim, please **present the assessment form together with the original copy of the official receipt** to the bookstore personnel for proper identification of the purchased books. School supplies may be purchased at the Animo Educational Exchange (Animo EdEx) Bookstore located at the lower ground floor of the St. Mutien Marie Building.

G. SCHOOL UNIFORMS

Pre-Kinder, Kinder, and P.E. uniforms will be available at the Animo EdEx Bookstore starting **February 17, 2020**.

Grades 1 to 10 uniforms will be available at the Grades 6A (Boys) and 6B (Girls) classrooms, Senior High School uniforms at the Grades 6C (Boys) and 6D (Girls) classrooms in the St. La Salle Building starting **April 6, 2020**.

H. SCHOOL ID

ID Picture Taking must be done during the enrollment period. Students should bring their uniform during picture taking. For old students who will not be able to have this done during the specified time, their last year's photo will be used.

I. EXIT PASS

Students living within the vicinity of the school (within walking distance) or those allowed by their parents to travel home by carpools, school bus or public transportation, should apply for an exit pass. The application form for this may be downloaded through the Family Portal or secured from the Safety and Security Office.

J. DLSZ CAR STICKERS and AAVA ENDORSEMENTS

Traffic Management Seminar (TMS) is a required seminar to all parents of new students and parents of old students with recorded Traffic Violation Report on **May 27 and 29, 2020** only from **9 AM to 11 AM** at the Debbie Decena Auditorium. This TMS is a prerequisite to applying for school sticker and AAVA endorsement.

K. FAMILY PORTAL

Please be guided by some of the features of the Family Portal (<http://family.dlszobel.edu.ph>):

- Updating of student information (contact details, medical records, personality profile, etc.)
- Student Clearance Form
- Online Assessment and Payment of Tuition and Fees
- NxGBL(formerly PEARL) Program registration (for Grades 5 to 12)
- Application for Fetchers ID and DLSZ Car Stickers
- Student Account Password - Parents may reset their children's ZOBEL network account passwords.
- Student's Statement of Accounts and Online payment of Statements of Account (Visa, Mastercard and debit cards)
- Report Card and Batch Ranking Viewing

