



De La Salle Santiago Zobel School

Ayala Alabang Village, Muntinlupa City, Philippines 1780, Tel. No.: 771-DLSZ Website: www.dlszobel.edu.ph



April 17, 2020

To: DLSZ's Prospective and Current Parents and Guardians

Sgd.

Fr: Mr. Romanito Patigdas
School Registrar and Head of Admissions

Re: Registrar's Memo #2 on Admissions, Enrollment and Other Matters

Pursuant to the extension of the Enhanced Community Quarantine over the entire Luzon, business operations in DLSZ remain suspended until April 30, 2020. In view of this, please be guided by the following:

1. Payment of Development Fee by Newly Accepted Students to Confirm Admission

All accepted students will have to pay the Development Fee to confirm their admission to DLSZ. Payments may be made through the different online payment facilities as indicated below.

Please submit proof of payment (e.g. screenshot of payment confirmation or photo of deposit slip) to admissions@dlszobel.edu.ph. Please indicate the applicant's name and application number.

Once payment is processed by Admissions, new parents can expect to receive an email with the credentials of their Family Portal account. For assistance in setting up your Family account, please email familyportal@dlszobel.edu.ph.

Using the Family Portal, parents may proceed to enrollment following the steps below.

2. Online Enrollment Process

In order to ensure your child's placement at DLSZ and at the same time safeguard your well-being, all enrolment processes will be done online via the Family Portal (<https://family.dlszobel.edu.ph>) and in the safety of your homes.

1. To enroll your child, please log on with your Family Portal Account, click on **Assessment**, then follow succeeding steps up to payment.
2. Ordering of books will be deferred to a later date. The process involved in the purchase of books were aborted due to the lockdown. Further notice on when the books may be purchased will be sent in subsequent memos.
3. For online payment of current school year balances, you may click on **Statement of Account**.
4. For other payments, you may click on **Adhoc Payments**.

3. Online and Other Payment Facilities

- a. All payments to the school may be made online via internet banking by using your bank's mobile app or website to transfer funds to the school's Union Bank account with the following details:

Account Name : De La Salle Santiago Zobel School

Account Number: CA#018-03-000-6691

Remarks: Student's Name / Application Number or Student Number / Purpose of payment (e.g. Development Fund Fee or Tuition & Fees)

- b. Development Fees may be paid directly via DLSZ's online payment facility (<https://pay.dlszobel.edu.ph>) using your credit card or online banking accounts with the following details:

Account: Development Fee

Remarks: Student's Name / Application Number
/ Purpose of payment

Online payment of Tuition & Fees may be made through the Family Portal (<https://family.dlszobel.edu.ph>). Parents may opt for this payment facility as a last step under Assessment.

- c. Over the counter payments can be made at any Union Bank branch using the Bills Payment Slip or Deposit Slip with details below:
Payment for (Company/Institution): De La Salle Santiago Zobel School
Client Name : Student's Name
Reference Number: Student's Application Number or Student's ID Number
Account Number: CA#018-03-000-6691 (if using deposit slip)

For payments made online or through the bank teller, kindly send a digital copy of the bank transaction or confirmation slip to enroll@dlszobel.edu.ph with the payment details (Student's Name / Application Number or Student Number / Grade Level). An official receipt shall be issued after confirmation of payment. The official receipt may be claimed from the school's Finance Office after we resume normal school operations.

4. Revised Enrollment Schedules

For easy monitoring, we have scheduled the following dates for enrollment. Parents with more than one child in DLSZ may opt to enroll all on the enrollment date of the youngest:

CURRENT STUDENTS	ENROLLMENT DATES
Kinder, Grades 1 & 2	April 20
Grades 3 & 4	April 21
Grades 5 & 6	April 22
Grades 7 & 8	April 23
Grades 9 & 10	April 24
Grades 11 & 12	April 27

NEW STUDENTS	ENROLLMENT DATES
Pre-Kinder	April 28, beginning 10 AM
Kinder, Grades 1 to 6	April 28
Grades 7 to 10	April 29
Grades 11 & 12	April 30

5. Ordering of School Uniform

School uniforms will be made available for ordering once our operations and those of the suppliers have been normalized. Policies on the wearing of school uniforms shall be relaxed until further notice.

6. Pending Grades of Current Students

The students' report cards shall be made available in the Family Portal as soon as the teachers complete the encoding of grades in the system. All will be notified when these will be viewed.

7. Opening of classes will remain as scheduled pending further announcement or directive from the government.

Further guidelines will be given as needed. Should you have concerns or need clarification regarding the aforementioned, please feel free to email registrar@dlszobel.edu.ph.

Thank you for your patience and understanding.