

PARENT/GUARDIAN UNDERTAKING
High School Department

As stakeholder in the educational development of my child/ward, I fully understand the objectives, responsibilities, methodologies and strategies of Westfield Science Oriented School in rearing and educating its students. As such, I/we am/are aware of my responsibilities, duties and accountabilities to the school and my child/ward of which I/we voluntarily agree to undertake as follows:

WEARING OF UNIFORM & GROOMING POLICY

- 1. To provide and require my child/ward to wear the officially prescribed attire which he/she will wear while in school such as school uniform, work education clothes, laboratory, PE and CAT uniforms and encourage my child/ward to practice good grooming and exhibit natural colored/clean haircut or haircut prescribed by the school and to further allow the school authorities to exercise measures such as to cut the hair of those breaching the rules on haircut;

COMPULSARY ACADEMIC REQUIREMENTS & EDUCATIONAL MATERIALS

- 2. To encourage and ensure my child/ward to adopt, follow and comply fully with the compulsory additional academic requirements (such as the yearly compliance, preparation and defense of Science Projects or thesis/research, among others, and or taking of advance/ additional Math and Science subjects in every level), academic/evaluation standards and scholastic measures (such as remedial classes) that are being offered or maybe required by the school in addition to the basic academic requirements of the Department of Education and, further, provide my child/ward with the required educational tools and materials such as books, school-project materials and other relevant requirements that maybe needed during his/her stay in school; **and I fully understand, as a school policy, that failure to comply satisfactorily with the afore described academic requirements may prevent my child/ward to be promoted and re-admitted to the next level and during the ensuing school year, respectively.**

PUNCTUALITY

- 3. To encourage and ensure my child/ward to be present and punctual during school days and activities;

MOBILE PHONES/ELECTRONIC GADGETS

- 4. To prohibit/refrain my child/ward from bringing and using mobile/cell phones/electronic gadgets to school;

SCHOOL ACTIVITIES

- 5. To allow my child/ward to join compulsory activities of the school such as educational field trips, extra-curricular activities, retreats, JS Prom and other similar activities. It is understood, however, that the school shall exempt a child/ward from participating in these activities if his/her health condition will be adversely affected or it/ they contravene the religious beliefs/doctrines of the child/ward or his/her family;

JEWELRIES, TOYS, ETC.

- 6. To refrain/prohibit my child/ward from wearing or bringing valuable items in school such as jewelries, large sum of money, toys, appliances, and other similar or expensive items. I am fully aware of the policy that **“the School is not liable for any loss or damage to said items brought by the child/ward.”**

URINE TEST

- 7. To allow my child/ward to voluntarily undergo urine test as maybe or when demanded/needed by the school anytime during his/her stay.

VOLUNTARY TRANSFER

- 8. To transfer my child/ward to a suitable institution upon notice should the school finds him/her showing any or all of the symptoms of a developmental, behavioral and or mental disorders during his/her stay which the school inadvertently failed to notice or verify during the admission screening. **Furthermore, to transfer my child/ward to another school upon notice should the School Authorities find him/her committing any of the following:**

- a. **Joining or being a member of a fraternity or sorority;**
- b. **Involve and or submitted themselves in a hazing related activity**
- c. **Involve in recruitment of student/s to join a fraternity/sorority**
- d. **Being a drug dependent/user/pusher;**
- e. **Being a nuisance or troublesome student;**
- f. **Failing to perform well in academics.**
- g. **Being absentee or latecomer**

OTHERS

- 9. To support, adhere and comply with the policies, sanctions, rules and regulations of the school as stipulated in the Student Manual, Special Undertaking of Parents before Enrolment, School Instructions and Parents’ Bulletin sent by the school from time to time as well as other policy addendum or decisions that maybe promulgated during his her stay in school.

CONFORME

Signature over Printed Name
of Parent/Guardian

Name of Child

Level

Date

ENROLLMENT AGREEMENT

Please Read Carefully

In line with the commitment and obligation of the school to educate my child (Student), I/We as parent/guardian/s fully understand and agree, without reservation, the herein stated conditions and obligations demanded on us by the Westfield Science Oriented School and Colleges, Inc. (School) as follows:

1. To pay the full tuition and miscellaneous fees demanded on us this school year for *(Name of Child)* _____ Level _____ whether he/she has partly or partially completed his/her stay with the school thru: (Please check appropriate box)

- Full Payment
- Semi-Annual Payment
- Trimester Payment (For Pre-School Enrollees Only)
- Quarterly Payment (Not-applicable to Pre-School Enrollees)

2. To pay the tuition and miscellaneous fees in cash or cheque (subject to the approval of the school) in accordance with the following schedule:

Pay Schedule	Full	SEMI-ANNUAL	TRIMESTER	QUARTERLY
1 st Payment	Upon Enrollment	Upon Enrollment	Upon Enrollment	Upon Enrollment
2 nd Payment	Nil	01 October 2021	31 August 2021	31 August 2021
3 rd Payment	Nil	Nil	01 October 2021	01 October 2021
4 th Payment	Nil	Nil	15 December 2021	15 December 2021
Final Payment	Nil	Nil	Nil	16 March 2022

3. To recognize the right/authority of the school to apply the “no-permit-no-examination” policy in the event of non-payment of demandable tuition fees during any examinations.
4. To recognize the right/authority of the school to drop their student from the school’s enrolment list and from further attending classes and entering the school campus, without need of judicial intervention or permission in the event of non-payment or failure to pay old/previous account/s and/or at least two (2) installments of the due and demandable tuition and other school fees as indicated in the above schedule of payment or installments. Furthermore, the student shall be readmitted only as soon as the tuition and other school fees are paid; provided, however, that the student will be solely responsible in keeping up with the lessons and assignments missed and shall not have any right to require that special lessons, quizzes and or examinations be given to make-up for the quizzes and or examinations given during the school days the student was not allowed to enter and attend classes. And I/we further recognized, without reservation, that the school should not be held liable on the adverse effects/consequences of the delay of payment on the grades and enrolment status of the student. And should there be a continuous failure or delay in payment of the demandable amount after the covering school year, the school shall exercise its right/authority to bar re-admission of the student during the succeeding school year.
5. To recognize the right/authority of the school to withhold student records such as Form 137, 138, Certificate of Good Moral Character, School Diploma, Recognition Certificates, transfer credentials and the privilege for re-admission/re-enrolment of the student in the event of continuous failure to pay the demandable tuition and other school fees of the prevailing school year.
6. To pay an additional fee of 3%, as penalty, on bounced or unfunded cheque payments and monthly surcharge of 2% for unpaid year-end balances which shall commence a day after the end of the school year.
7. That any fees paid relative to the enrollment of the student is non-transferable and only applicable during the covering school year.
8. That the educational program/services covered by the abovementioned fees does not cover the remedial classes that maybe demanded on a student during the school year and that the school should not be held liable on the adverse academic effects and/or consequences (e.g. absences, non-enrolment in a required remedial class/es, etc.) arising for non-compliance thereof.
9. That the enrolment fees to be paid during the enrolment period consist a Reservation Fee of Php7,000.00 among others. Thus, in the event a student cancels his/her enrolment, a refund of the Enrolment Fees less the Reservation Fee of Php7,000.00 shall be permitted and reimbursed only when the cancellation is made prior to the start of classes otherwise, Article 1 of this agreement shall be applied.
10. To recognize and abide with the policy of the school that Reservation/s is/are Non-Refundable and Non-Transferable.

CONFORME

 Parent/Guardian Signature
 Over Printed Name

 Date

STUDENT INFORMATION

STUDENT NO.				<input type="checkbox"/> Old Student <input type="checkbox"/> New Student
SCHOOL YEAR				
INCOMING LEVEL				
LAST NAME				
FIRST NAME				
MIDDLE NAME				
SEX		BIRTH DATE		
BIRTH PLACE		RELIGION		
HOME ADDRESS				
PHONE NOS.				
FATHER'S NAME				
EDUCATIONAL ATTAINMENT		OCCUPATION		
MOTHER'S MAIDEN NAME				
EDUCATIONAL ATTAINMENT		OCCUPATION		
PHONE NOS. (Required)				
Email (Required)				

NOTE: FOR NEW STUDENT ONLY (OLD STUDENT NEED NOT FILL UP)

SCHOOL LAST ATTENDED	
SCHOOL ADDRESS	

GUARDIAN INFORMATION (If Parents are not around)

NAME OF GUARDIAN	
ADDRESS	
RELATION TO CHILD	
PHONE NOS.	

WESTFIELD SCIENCE ORIENTED SCHOOL AND COLLEGES
BF Resort Drive, BF Resort Village, Las Pinas City

SPECIAL UNDERTAKING OF PARENTS & GUARDIANS

Dear _____,

Westfield Science Oriented School believes that educating a child is a process wherein the parents and the school work jointly to pursue and achieve the educational goals of the school.

Please be reminded that your child, _____, whom will be accepted in Westfield school for the **Academic Year 2021-2022**, will be subjected to the following conditions:

1. **ACADEMIC PROBATION** – all students must maintain a satisfactory rating in all subjects throughout the school year. Students with three or more failed subjects at the end of the school year will be considered ineligible for re-admission for the next year level.
2. **DISCIPLINARY PROBATION – Students** of Westfield Science Oriented School are is expected to exhibit good behavior at all times. Exhibiting aggressive, annoying, disturbing and/or destructive behavior are grounds and basis for early dismissal (within the school year) or disqualification for re-enrolment/re-admission. Moreover, the school shall exercise its authority to apply the same penalties (early dismissal, non-readmission), non-issuance of Certificate of Good Moral character or combination thereof when students committed serious offenses such as, but not limited to, **cheating, bullying (personal or cyber), destruction of school property, dishonesty, disrespect of a person/s in authority, violation or disregard of basic school rules despite repeated warnings e.g. improper grooming, bringing of materials or gadgets that are not allowed to be brought inside the school campus or during school activities, numerous tardiness/absences and activities/acts that compromise the safety of the learning environment, teachers and students.**
3. **PARTICIPATION AND /OR MEMBERSHIP IN FRATERNITY AND/ OR SORORITY ORGANIZATION, POSSESSION AND/OR USE OF PROHIBITED DRUGS AND NARCOTICS-** the student may not be involved in any manner of activity connected to fraternity/ sorority and illicit drugs/substances. Involvement in such activities will merit expulsion from the school roster within the school year.
4. **PARENTS ARE COLLABORATIVE PARTNERS OF SCHOOL** – the parents/guardians are required to read and note circulars, attend meetings as maybe called by the school administration.

CONFORME:

We have read & understood this special undertaking and affix my/ our signature/s as a sign of my/ our commitment to uphold the agreement.

Student's Name & Signature

Year / Level

Signature of Parent/s or Guardian

Date

NOTED:

DR. EDITH S. BUNUAN
High School Directress

EDGARDO M. YORRO
VP for School Operations

WESTFIELD SCIENCE ORIENTED SCHOOL AND COLLEGES
BF Resort Drive, BF Resort Village, Las Piñas City, Philippines 1740

ENROLMENT AND ADMISSION WAIVER

This waiver and consent is made and given pursuant to the enrolment agreement between the representatives of Westfield Science Oriented School and Colleges, hereby known as the SCHOOL, and the parent/guardian/s of _____ who desires that their child/ward is admitted as an incoming _____ for the **Academic Year 2021-2022**, Semester _____.

For good and valuable consideration, ***the undersigned hereby consent to voluntary transfer their child/ward to another institution upon notice should the SCHOOL finds him/her committing or exhibiting any or patterns of offense such as but not limited to cheating, physical violence, bullying (physical or cyber), destruction of school property, dishonesty, disobedience, disrespect of a person in authority, violation or disregard of basic school rules despite repeated warnings e.g. improper grooming/haircut, bringing of materials or gadgets that are not allowed to be brought inside the school campus or during school activities, numerous unacceptable tardiness/absences and activities or acts that compromise the safety of the learning environment, teachers and students, and/or having a grade of 79 and below in Conduct in any quarter or term. The undersigned further agrees, that the child/ward shall not be allowed to graduate, elevated, promoted to, or to attend the next level or ensuing semester unless the preceding and ensuing academic obligations or requirements of the course or level are satisfactorily completed and accomplished by the child/ward during the covering school year.***

CONFORME:

We have read & understood this WAIVER and affix my/ our signature/s as a sign of my/ our commitment to uphold the agreement.

Student's Name & Signature

Year / Level

Signature of Parent/s or Guardian

Date

WITNESSED:

DR. EDITH S. BUNUAN
High School Directress

EDGARDO M. YORRO
VP for School Operations