ACACIA WALDORF SCHOOL
Educating the Child: Head ~ Heart ~ Hands

ENROLLMENT CONTRACT NO. _____
SCHOOL YEAR 2023-2024

CHILD'S PERSONAL INFORMATION

NAME: *Last Name* *First Name* *Middle Name*

LEVEL:

❑ Adult Toddler 1	❑ Class 1	❑ Class 5	❑ Class 9
❑ Adult Toddler 2	❑ Class 2	❑ Class 6	❑ Class 10
❑ Kindergarten 1	❑ Class 3	❑ Class 7	❑ Class 11
❑ Kindergarten 2	❑ Class 4	❑ Class 8	❑ Class 12

DATE OF BIRTH(mm/dd/yyyy): __ __/__ __/__ __ __ __ | **GENDER:** ❑ Male ❑ Female | **CITIZENSHIP:**

ADDRESS: | **HOME PHONE NO.:**

	FATHER	MOTHER	GUARDIAN *(Fill this out if not under the direct supervision of the parents)*
NAME			
MOBILE NO.			
EMAIL ADDRESS			

ASSESSMENT AND PAYMENT DETAILS *(For AWS Use Only)*

PAYMENT SCHEME (DUE DATES)

❑ **Annual** (Upon Enrollment)
❑ **Quarterly** (Upon Enrollment, Aug 1, Nov 1, Feb. 1)
❑ **Semi-Annual** (Upon Enrollment, Nov)
❑ **Monthly** (Upon Enrollment, every 1st day from Aug to Feb)

ASSESSMENT OF SCHOOL FEES:		INITIAL PAYMENT OF SCHOOL FEES:	
TUITION FEE	₱	TUITION FEE	₱
SCHOOL DEVELOPMENT FUND		SCHOOL DEVELOPMENT FUND	
OTHER FEES		OTHER FEES	
PENALTY		PENALTY	
OTHERS, _____		OTHERS, _____	
TOTAL	₱	TOTAL	₱
RESERVATION FEE	( )	RESERVATION FEE	( )
OTHERS, _____	( )	OTHERS, _____	( )
TOTAL SCHOOL FEES	₱	TOTAL AMOUNT PAID	₱

DETAILS OF INITIAL PAYMENT:

MODE OF PAYMENT:
❑CASH
❑CHECK No. _____
Bank: _____
OR No. _____
Date Paid: _____

FOR INSTALLMENT PAYMENTS: ❑W/ PDCs ❑W/o PDC

Issued PDC	Date	Amount	Bank	Check No.

TERMS AND CONDITIONS:

1. I/WE agree to pay the amount of ₱ _____in tuition and other fees for _____ *(Name of Student)* for SY2023-2024.
   a. ***Withdrawal*** - Tuition and Other Fees payment is non-refundable if I/WE withdraw my child after the second week of the school year.
   b. ***Late Payment Penalty*** – I/WE understand that the school will add a 0.05% penalty per day for all overdue accounts. Penalties will be computed on a compounded basis.
2. ***Refund*** – I/WE understand that a student who transfers or withdraws within two weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full or any length longer than one month may be charged ten percent (10%) of the total amount due for the term if he/she withdraws within the first week of classes or twenty percent (20%) if within the second week of classes, regardless of whether or not he/she has actually attended classes. The student may be charged the entire school fee in full if he/she withdraws anytime after the second week of classes. However, if the student's withdrawal is due to a justifiable reason, a written request and conversation with the Administration and College of Teachers (COT) will be required. The student will be charged the pertinent fees only up to and including the last month of attendance.
3. ***Discount on Siblings*** – I/WE understand that upon enrollment of my 3rd child, I/WE will get a 5% discount on the tuition fees and an additional 5% discount will be given to each additional sibling being enrolled thereafter.
4. By enrolling my child in Acacia Waldorf School (AWS), I/We undertake to abide by the school rules and regulations, as well as voluntarily commit ourselves to uphold the name and integrity of the institution by my/our actions. We understand that any violation of the same would give rise to the right of the school to refuse re-admission of my child pursuant to its institutional academic freedom.
5. ***Data Privacy:*** By signing on this document, I/We allow the school to process and/or disclose to third parties as may be needed or required, the information, including personal information I/We have provided herein as defined under the Data Privacy Act of 2012, I/We understand that I/We am/are afforded certain rights in relation to the personal information I/We provided, including the right to object to processing, the right to access, the right to rectification of inaccurate information, the right to erasure or blocking of information, and the right to file a complaint with the National Privacy Commission as contained in the privacy statement of the school.

To whom do you want all the AWS communications be sent?
❑ **Father** ❑ **Mother** ❑ **Both Parents** ❑ **Guardian**

Preferred mode of sending AWS communications:
❑ **Print** ❑ **Email** ❑ **SMS** ❑ **Others, pls. specify:** _____

Signature over printed name of Parents/Guardian:

_____ _____ _____
Father ***Mother*** ***Guardian***

Accepted by Acacia Waldorf School:

LYN JAEN
Admissions

MA. VICTORIA P. ANGELES
Finance

MA. ELOISA M. GUTIERREZ
School Administrator