

TERMS and CONDITIONS OF ENROLLMENT, ADMISSION and PAYMENT

1. Enrolled students and their parents/guardians agree to confirm to the procedures and to comply with all the rules established at Fountain International School. The student handbook explains fully the major school rules.
 - a. The tuition fee may be paid annually, semi-annually or on a quarterly basis for local students. However, the school has the right to require an annual payment to enrolling students on case to case basis.
 - b. A non-refundable reservation fee is required.
Local students : Php 30,000.00 Foreign students : Php 50,000.00
 - c. Discount is also given to those who have more than 1 child enrolled in FIS.
For those with 2 children - **5% discount** to the younger child
For those with 3 children - **7% discount** to the 2nd and youngest child
 - d. If school fees are not paid when due, the school shall take action to suspend the student's right to attend classes and other school activities.
 - e. For foreigners, cash payment is required. For local students with payment term of semi-annual and quarterly, issuance of post-dated checks is required upon enrollment.
Likewise, the release of the report cards or transcript of records (Form 137) shall be withheld until all fees are settled and paid for.
 - f. The existence and continued survival of a school is principally dependent on the payment by students of their tuition and other school fees. One of the obligations therefore of students or their parents to the school, arising from the enrollment contract, is the payment of the authorized school fees. It is understood that the failure to pay on time of the above agreed terms, **the succeeding mode of payment shall apply.** For the quarterly and succeeding payment terms non-payment, the overdue accounts shall bear **3% interest.**
2. All incoming students should take the entrance examination so the school could properly assess the academic background of the student from his or her former school.
3. When a child is enrolled, it is understood that he or she is enrolling for the entire year; thus his or her parent/guardian is bound to pay the tuition and other pertinent fees for the entire school year. This condition applies to preschool, grade school and high school levels.
4. No refund of tuition and other school fees will be granted to any student if he or she failed to attend classes or if he or she failed to participate in any scheduled school activities.
5. All new students are placed under probationary status. In case of unsatisfactory behavior or academic performance the school may recommend the transfer of the student anytime within the school year.
POLICY on REFUND AND WITHDRAWALS
(Article XIII Section 70 from the Education Law and the Private Schools to wit: A pupil or student enrolled in one school is entitled to transfer to another school, provided he or she has no unsettled obligations with the school he or she was enrolled in. Inevitable dropping must be **done in formal writing by the parent/guardian** with the approval of the school administrators.
 - a. The following will be charged to the students upon withdrawal of enrollment:
10% of the total amount of tuition and other school fees if the student withdraws within the first week of classes.
20% of the total amount of tuition and other school fees if the student withdraws on the 2nd week of the school year. Full payment of tuition and other school fees if the student withdraws beyond the 2nd week period.
• This condition holds true to any mode of payment chosen by the parent or guardian.
6. Students who are admitted to FIS for a certain period of time and without the proper credentials will only be issued certification signed by the Principal.
7. The parent/guardian will be responsible in paying the amount of property that will be damaged by the students, if the damage is caused by a violation of the school's rules and regulations or due to disciplinary sanction.
8. The school is authorized to search the locker and/or possessions of any student when an illegal act has been committed and/or when the school administration has reasonable cause to suspect that the student was involved in an illegal act or violation of school policies.
9. Students will not be allowed to take the final examination at another schedule if there is overdue school fees that remain unsettled despite repeated reminders.
10. The conditions set in this admission form apply to all students enrolled in any of the campuses of Fountain International School.
11. School supplies, uniforms, bags available in school have to be purchased to be able to comply with the standards set by the school.

Noted by:

Asst. Director

Director

Parent / Guardian's Signature over Printed Name

I/We agree to accept the terms and conditions of enrollment of admission and payment as outlined above.

✓ Failure to provide complete and accurate information of any kind on this form will void the application and may result in the student's permanently dropped from the official list of enrollment of FIS after being enrolled. Fountain International School reserves the right to determine the placement of the applicant in the level or subjects deemed most appropriate for the student's school performance.

✓ The information provided on this form is true and correct to the best of knowledge.

Signature of Father

Signature of Mother

Signature of Guardian



Fountain International School

STUDENT'S APPLICATION FORM

(School Year)

Date of Application____/____/____
Month Day Year**2 x 2
I.D.
picture****APPLICANT'S INFORMATION**Preferred Campus (please check) ☐ Annapolis Campus
☐ Santolan Campus

Level: _____

Name of child (Write complete name as recorded in passport or birth certificate)

Family Name Given Name Middle Name English Name (if there is any)

Date of Birth _____ Birth Place _____
month day year country province city stateSex ☐ Male ☐ Female Citizenship _____ Religion _____Permanent Address in the Philippines _____
Home Phone Number: _____**EDUCATIONAL BACKGROUND**

Name of School	Address of School	School Year	Level

Please write name/s and level of brother/sister enrolled at FIS. _____

PARENT'S / LEGAL GUARDIAN'S INFORMATION☐ Father ☐ Step-Father ☐ Legal Guardian

Last Name: _____

First Name: _____

Middle Name: _____

Date of Birth: _____
month day year

Home Number: _____

Office Number: _____

Cellphone Number: _____

Email Address: _____

Occupation: _____

Citizenship: _____

Passport #: _____

Philippine Visa Status: _____

☐ Mother ☐ Step-Mother ☐ Legal Guardian

Last Name: _____

First Name: _____

Middle Name: _____

Date of Birth: _____
month day year

Home Number: _____

Office Number: _____

Cellphone Number: _____

Email Address: _____

Occupation: _____

Citizenship: _____

Passport #: _____

Philippine Visa Status: _____

ADDITIONAL INFORMATIONHow did you come to know about our school ? ☐ Friends ☐ Advertisements ☐ Signage
☐ Website ☐ Relatives ☐ Others _____
Participation in school competitions/activities _____

If foreigner, your child will be living in the Philippines with (please check):

☐ Father ☐ Mother ☐ Step-Father ☐ Step-Mother ☐ Legal Guardian: _____Is this child's your first application to FIS? ☐ Yes ☐ No (If not, please indicate SY he/she last applied) _____Please rate your child's reading level (English) ☐ excellent ☐ very good ☐ good ☐ poor ☐ needs Assistance
writing level ☐ excellent ☐ very good ☐ good ☐ poor ☐ needs Assistance
speaking level (English) ☐ excellent ☐ very good ☐ good ☐ poor ☐ needs Assistance

Major language spoken at home _____ Other languages spoken _____

Did your child participate in advance level classes? ☐ Yes ☐ No (If Yes, please enumerate the classes attended.) _____

Did your child receive any remedial help in his/her previous schools (i.e., Learning Center, Speech Therapy)?

☐ Yes ☐ No (If Yes, please explain or provide report.) _____Is there any special health concerns, allergies, etc that your child has been diagnosed? ☐ Yes ☐ No (If Yes, please enumerate or provide us the pediatrician's diagnosis.) _____Has your child ever been subjected to any behavioral or disciplinary problems? ☐ Yes ☐ No (If Yes. Please write the case/s briefly.) _____Please check your child's special talent or interest: ☐ Singing ☐ Acting ☐ Sports
☐ Dancing ☐ Art

Please indicate any other information you think the future teacher of your child should know about him/her. _____

EMERGENCY CONTACT INFORMATION

Name: _____ Relationship to student: _____

Office Number: _____

Home Phone: _____ Cellphone Number: _____ Email Address: _____