

Policy No:	ACA-POL-0031
Policy Title:	Home Study Program Admission Policy
Implementation Procedure:	
Date of Issuance:	SY 2011-2012
Effectivity:	SY 2011-2012 - Present
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Office of Origin: (Policy Expert)	Office of the Principal
"Supersedes" Notification:	None
Purpose of Policy:	This policy defines the admission requirements for the Colegio's Home Study Program.
Detailed Policy Statement:	<ul style="list-style-type: none"> • All applicants for the Home Study Program shall be evaluated by the Admission Committee formed by the Office of the Principal and the Chair of the Home Study Program. • All applications shall be screened and reviewed individually. • Applicants for the Home Study Program may include any of the following <ul style="list-style-type: none"> • A High School drop out • A student who may have graduated from the Elementary level but would like to finish High School without attending formal classes on the account of being a celebrity, having chronic illness, being married early, being employed, having exceeded the normal school age for his High School level • Other reasons must be adequately presented to the Admissions Chair on a case to case basis • The requirements for admission to the Program are as follows <ul style="list-style-type: none"> • Birth Certificate • Baptismal Certificate • Adequate school records (Form 137, 138) • Proof of latest attendance to a school • If married, Marriage Contract • If employed, Certificate of Employment • Doctor's Certificate as the case maybe • 3 1x1 colored pictures • The grade and year level of the of the applicant shall be determined by the Admission Committee and Chair of the Home Study Program.
Applicability:	Applicants for the Home Study Program
Policy Approval Authority:	Office of the Principal
Related Policies or References	
Definition:	
Prepared by:	Planning, Funding, and Development Office
Approved by:	<p style="text-align: center;">_____</p> <p style="text-align: center;">Asst. Prof. Felipe dela Cruz</p>
Date Approved:	

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