

Policy No:	ACA-POL-0004
Policy Title:	Official Enrollment Policy
Implementation Procedure:	<ul style="list-style-type: none"> • Elementary Enrollment Procedure (ACA-PROC-0005) • High School Enrollment Procedure (ACA-PROC-0006) • College Enrollment Procedure (ACA-PROC-0007) • Graduate School Enrollment Procedure (ACA-PROC-0008)
Date of Issuance:	SY 2008-2009
Effectivity:	SY 2008-2009 – Present
Page Number:	Two (2)
Office of Origin: (Policy Expert)	Registrar’s Office Registrar
“Supersedes” Notification:	None
Purpose of Policy:	This policy shall govern official enrollment of all students in the different academic departments.
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. No student shall be accepted for enrollment unless he presents the proper enrollment requirements on or before the scheduled enrollment for the term. 2. A student maybe denied of enrollment due to the following circumstances: <ul style="list-style-type: none"> • Disqualified by law or by policies and rules of the CHED or DEPED. • Academic delinquency (retention policy). • Violations of rules and regulations of the school. • Failure to settle due tuition fees, other school fees, and other obligations. • Sickness or disease that would prevent the student to handle normal pressures of the school or his continued presence thereat would be deleterious to other members of the academic community. • Closure of an academic program. 3. A student is deemed officially enrolled after he has submitted all the enrollment requirements and upon payment, acceptance, and validation of his partial or full payment of school fees by the financial affairs office. 4. School fees shall include all or part of tuition fees, miscellaneous, laboratory, and other fees. Reservation or processing fee shall be deducted from the full or partial payment of school fees but not refundable. 5. The enrollment is valid only for the entire term or school year whichever is applicable. 6. A student may enroll after the scheduled enrollment period specified in the approved school calendar as a late enrollee, but in no case shall exceed two (2) weeks after the opening of classes. 7. For purposes of enrollment, the name and other personal data or circumstances of each student as indicated in his birth certificate or alien certificate of registration (ACR), where applicable, shall prevail.
Applicability:	All students across all academic departments.
Policy Approval Authority:	Registrar
Related Policies or References	<ul style="list-style-type: none"> • Student handbook • Manual of regulations for private higher educations (a.k.a. MRPS)
Definition:	CHED – Commission on Higher Education DEPED – Department of Education MRPS – Manual of Regulations for Private Schools
Prepared by:	Planning, Funding, and Development Office
Approved by:	 <hr style="width: 20%; margin-left: auto; margin-right: auto;"/> Dr. Maria Victoria Rosas
Date Approved:	

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