

ELEMENTARY SCHOOL CALENDAR
SCHOOL YEAR 2018-2019

June 4, 2018, <i>Monday</i>	First day of classes
June 12, <i>Tuesday</i>	Independence Day
June 15, <i>Friday</i>	Eid-Ul-Fitr
August 21, <i>Tuesday</i>	Martyrdom of Benigno Aquino
August 21, <i>Tuesday</i>	Eid-Ul-Adha
August 27, <i>Monday</i>	National Heroes Day
November 1, <i>Thursday</i>	All Saint's Day
November 2, <i>Friday</i>	No class day
November 30, <i>Friday</i>	Bonifacio Day
December 21, <i>Friday</i>	Christmas vacation begins
December 25, <i>Tuesday</i>	Christmas Day
December 30, <i>Sunday</i>	Rizal Day
January 1, 2019, <i>Tuesday</i>	New Year's Day
January 3, <i>Thursday</i>	Classes resume
February 5, <i>Tuesday</i>	Chinese New Year
February 12-15, <i>Tuesday-Friday</i>	University Week
February 25, <i>Monday</i>	EDSA Revolution
March 20, <i>Wednesday</i>	Last day of classes
April 2, <i>Tuesday</i>	Graduation Day

SCHEDULE OF MONTHLY EXAMINATIONS

<u>Grading Period</u>	<u>Dates</u>	<u>Days</u>
First Grading Period	July 4-5 August 2-3	Wednesday-Thursday Thursday-Friday
Second Grading Period	September 4-5 October 3-4	Tuesday-Wednesday Wednesday-Thursday
Third Grading Period	November 6-7 December 6-7	Tuesday-Wednesday Thursday-Friday
Fourth Grading Period	January 11-12 February 1-2	Friday-Saturday Friday-Saturday

FINAL EXAMINATIONS

Graduating	March 12-13	Tuesday-Wednesday
All Other Pupils	March 19-20	Tuesday-Wednesday

This academic calendar was prepared on the assumption that the legal holidays during the time the calendar was prepared remain as is for the school year. If additional days are declared as legal holidays (such as a succeeding Monday or a preceding Friday), then the University reserves the right to consider the option of adjusting its calendar, to ensure that contact hours are not unduly affected.

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OFFICERS OF THE ADMINISTRATION

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President

MIGUEL M. CARPIO

Vice President - Academic Affairs

AUGUSTO K. FABELLA

*Vice President – Quality, Linkages, & Technology
Enabled Learning*

EDNA C. CRUZ

Vice President - Information Systems

RAUL RAFAEL M. RAMOS

Dean, Graduate School Division

LILIA R. BAUTISTA

Dean, Law School Division

LEODIGARIO M. DAVID

Dean, Business Administration & Accountancy

HENRY G. MAGAT

Dean, Liberal Arts, Criminology & Education

LIZA R. REYES

Dean, Computer Studies & Engineering

ELEONOR C. TANGKEKO

Dean, Nursing & Health Sciences

RONALD DEXTER V. ANTIPORDA

Dean, Hospitality & Tourism Management

ROMEL C. NAVARRO

Principal, Senior High School Division

GRACE MARIE B. MARTIN

Principal, Junior High School Division

JOSEPHINE B. CULALA

Principal, Elementary School Division

BARBARA WONG-FERNANDEZ

*Director, Research Office and Consultant
for Curriculum Development*

ANA BELEN S. CUYUGAN

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MANUEL A. QUIAMBAO

Assistant Dean, Law School Division

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Vice President - Financial Affairs

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Vice President - Administrative Affairs

ELENITA G. SABA

University Registrar

RENANTE G. FERNANDEZ

Director, Accounting Office

EFREN JOSE Y. SUPAN

Director, Athletics Office

IVORY JOY C. MALINAO

Director, Marketing & Communications Office

CEZAR C. CABALLES

Director, Information Technology Office

MARYBELL B. MATERUM

Director, Administrative & Human Resource Office

BONIFACIO C. TALENS

Director, Engineering & Maintenance Office

CAROLINA A. FERNANDEZ

Director, Budget & Payroll Office

ROSELA D. DEL MUNDO

University Librarian

MARIA KARENINA S. GUILLERMO

Assistant Director, Office of the President

BENJIE A. EVANGELIO

Assistant University Registrar

RECHILDA B. IBARDOLAZA

Assistant Director, Administrative & Human Resource Office

JOSEPH S. DELA CRUZ

Assistant Director, Engineering & Maintenance Office

RUBENITA V. ALARCON

Assistant Director, Treasury Office

NOEMI R. BUGARIN

Assistant University Librarian

ACADEMIC OFFICERS

Josephine B. Culala, MA
Principal

GRADE LEVEL COORDINATORS

Roland C. Dalloran, Jr., BSE	Marilou A. Manginsay, MAT
Jose B. Gano, MAEd	Raul S. Garcia, Jr., BEEd
Ma. Claire M. Guevara, MAEd	Rosario M. Ronsairo, BEEd

CLASSROOM TEACHERS

Rizza Fae G. Agorilla, MAEd	Paul Jodel P. Guillermo, BSE
Angelo A. Aledo, MAEd	Rhodora R. Manila, MAEd
Sherilyn P. Alibayan, BSEd	Rosa L. Monreal, MAE
Susana F. Alvarez, BEEd	Emilia C. Navarro, MAEd
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Mae Joy S. Boctil, BEEd	Mario P. Rivera, BEEd
Bernadeth T. Bustillo, BSE, MBA	Mary Joy L. Roja, MA
Elmer B. Escote, BEEd	John Paul V. Sison, MAEd
Bernadette N. Galang, MAEd	Kassie A. Ybanez, BSEd

GENERAL INFORMATION

Jose Rizal University is a non-stock, non-profit, non-sectarian private Philippine educational institution, established in 1919 by the late Vicente Fabella, the first Filipino certified public accountant. The University offers the six-year general elementary curriculum, as well as a kindergarten course. The elementary school division is the first certified Level III Reaccredited Program in the country granted by the Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA). All basic education courses of study offered by the University are recognized by the Department of Education (DepEd). Tertiary courses are recognized by the Commission on Higher Education (CHED).

VISION OF THE UNIVERSITY

JRU will be a market leader in the use of technology for innovations in teaching and learning to produce graduates of social importance.

MISSION OF THE UNIVERSITY

The University aims to develop its students to become useful and responsible citizens through the effective transfer of relevant knowledge and desirable values.

QUALITY POLICY

Jose Rizal University is committed to provide quality education through compliance with stakeholder requirements, continuous improvement of its organizational system, and to develop competent and professional teaching and non-teaching personnel, to ensure efficient transfer of relevant knowledge and desirable values.

QUALITY OBJECTIVES

1. Continuously provide academic intervention to its students.
2. Continuously provide feedback loops in satisfying its clients through metrics.
3. Maintain and continuously develop a competent workforce through effective performance management system.

4. Maintain effective financial, technological, academic and administrative planning and control systems to implement its goals and objectives.

JRU CORE VALUES

Our core values define how we behave individually and collectively, as inspired by the ideals of the founder. A Rizalian is:

- **Responsible.** A team player who is focused, attentive, gives one's best and is committed to the goals of the University.
- **Considerate and Courteous.** A fair and caring person fully aware of other's rights, feelings and ideals.
- **With Integrity.** A person who acts truthfully, morally and ethically.

In addition, the Elementary School places particular emphasis upon developing both familiarity and facility with the English language as quickly as possible, and certain basic desirable virtues which appear to be most effectively provided by the school, rather than the family or the church.

JRU INSTITUTIONAL OUTCOME

A JRU graduate has the competencies and values in the disciplinary area completed such that he/she is a useful and responsible citizen of the country.

PROGRAM EDUCATIONAL OBJECTIVES (PEO)

1. Demonstrate understanding and appreciation of key concepts and principles of core subjects as applied through the use of communication and critical thinking skills, practical strategies and appropriate technology.
2. Apply scientific inquiry skills to solve problems critically, innovate beneficial product, and engage in discussions of relevant issues that involve science, mathematics and environment.
3. Exhibit positive attitude towards work, able to take care of environment and has necessary skills to cope with global challenges.
4. Exercise pride as a Filipino citizen endowed with love of God and country and shows care and concerns for the country's natural resources.

STUDENT OUTCOMES

1. Utilize strong foundation of communication and critical thinking skills;
2. Demonstrate comprehensive knowledge on mathematical skills and scientific concepts;
3. Practice desirable habits and attitudes, essential for democratic citizenship guided by Rizalian values; and
4. Demonstrate love of God and of the Filipino nation in everyday living

LOCATION AND FACILITIES

Jose Rizal University is located at 80 Shaw Boulevard, Mandaluyong City, occupying a whole city block and a half. It is accessible through public transport passing directly in front of and all around the school. It is located on high commanding ground and is completely surrounded by a wall. Located inside the spacious campus are modern reinforced concrete well-ventilated multi-story buildings. The Elementary School is completely housed in its own three-story building with 100% air-conditioned and multi-media equipped classrooms. Also located in this building is the air-conditioned elementary library, which contains a constantly increasing selection of supplementary reading materials and other appropriate books and periodicals. There is also ample playground space for pupils.

The school offers technology-enabled modules in English, Mathematics, Science and Social Studies subjects for all pupils from Grades I to VI. Such instruction is supported by adequate computer laboratory facilities.

A Medical and Dental Clinic is located in the campus, with medical and dental services available during school hours.

A bookstore with complete stocks of the required textbooks, uniforms and school supplies at reasonable prices is also located within the campus.

The school cafeteria serves all types of food, from simple snacks to complete lunches, and is open during class hours.

All divisions and departments of the University may be contacted through the switchboard telephone numbers: 531-80-31 to 35.

Parents are encouraged to visit the campus anytime during office hours from Monday to Friday.

ADMISSION REQUIREMENTS

An applicant for admission to the Elementary School must be accompanied by his/her parents or guardian. An application form should be filled up and submitted together with the Report Card (DepEd Form 138) valid for transfer. In the case of applicants to the First Grade, proof of completion of Kindergarten Program, the birth certificate, or affidavit of birth must be presented. Transfer pupils are required to take the entrance examination. A foreign pupil should present and submit a photocopy of his/her passport and original student record (Red Ribbon), Special Study Permit (SSP) issued by Bureau of Immigration, ID photo, preferably 2x2 inches in size and duly accomplished on-line application form.

Due to the restricted number of classrooms available at the Elementary School Building, only a limited number of new pupils can be accepted for admission. New pupils who already have brothers or sisters studying at Jose Rizal University are given preference, provided that their applications are made early enough during the enrolment period.

The school has the right to decline any application, which does not conform to its admission policies. All pupils are subject to the policies, rules and regulations of the school and are bound by the provisions and representations made in this announcement. However, such stipulations shall not be considered as constituting an irrevocable contract between the pupil and the school as it is understood that the school reserves the right to modify, change, alter or revise them at its discretion.

By enrolling in the University, pupils/parents/guardians acknowledge and agree that they shall abide by all the policies and procedures of the University regarding enrolment acceptance and retention; all school fees payment and collection; and all those policies and procedures contained in this General Information or any other Policies and Procedures Handbooks and Manuals now existing or will come to existence within the duration of their enrolment.

Pupils/parents/guardians further acknowledge and agree that should they violate any of these policies, the University has the absolute right to enforce sanctions and penalties upon them as called for in this Handbook, including barring pupil from taking examinations and/or being dropped from the enrollment rolls if necessary.

The registration schedule for SY 2018-2019 follows:

May 7	Old Grade VI only
May 8	Kindergarten and New Grade I
May 9-10	Other old pupils
May 11-onwards	Transfer pupils and open enrolment

CURRICULUM

The enhanced Basic Education Curriculum (BEC) prescribed by the Department of Education (DepEd) is being implemented by Jose Rizal University (JRU) modified to suit its own educational policies. In terms of the number of contact hours, the JRU Curriculum offers more compared to DepEd's Basic Education Curriculum.

<u>Grade Level</u>	<u>Total No. of Minutes per Day</u>	
	<u>JRU Curriculum</u>	<u>DepEd</u>
Grade I	350	270
Grade II	350	310
Grade III	380	360
Grade IV	410	360
Grade V	410	360
Grade VI	410	360

The JRU Curriculum meets the national requirements but is further strengthened to enhance instruction reflective of the knowledge, skills and attitudes suited to the ever-changing needs of pupils and society.

The Elementary School places great emphasis on the importance of the English language and has taken steps to emphasize this particular subject skill. The number of contact hours of the English subject in all grade levels is given more minutes.

In addition, English will be used as the medium of instruction in all subject areas for all grade levels (with the exception of Filipino and Mother Tongue subjects). It is the University's belief that early and complete familiarity with the English language is critical to a more effective social and economic role of the child upon maturity.

Furthermore, additional emphasis is also given to Mathematics and Science subjects, as these represent, together with English, the core of the Elementary School curriculum.

The contents of the Character Education subject have been especially suited to the needs of the elementary school pupils and takes into consideration those values which are best handled by the school, as contrasted with those which may be better undertaken by the parents and by religious authorities.

The Elementary School curriculum follows:

GRADES 1-2

<u>Learning Areas</u>	<u>Daily Time Allotment/ No. of Minutes</u>
Character Education	30
English	60
Mathematics	60
Science	40
Social Studies	40
Filipino	30
Mother Tongue	50
MAPEH40	
Music	
Arts	
Physical Education	
Health	
	<hr style="width: 10%; margin: 0 auto;"/> 350

GRADE 3

<u>Learning Areas</u>	<u>Daily Time Allotment/ No. of Minutes</u>
Character Education	30
English	60
Mathematics	60
Science	50
Social Studies	40
Filipino	50
Mother Tongue	50
MAPEH40	
Music	
Arts	
Physical Education	
Health	
	380

GRADE 4-6

<u>Learning Areas</u>	<u>Daily Time Allotment/ No. of Minutes</u>
Character Education	30
English	80
Mathematics	60
Science	60
Social Studies	40
Filipino	50
MAPEH	40
Music	
Arts	
Physical Education	
Health	
Home & Livelihood Education	50
	410

SCHEDULE OF CLASSES

Classes are held Mondays through Fridays, in accordance with the following schedules for the different curriculum grades:

Grades I and II	8:00 A.M. – 11:40 A.M. 12:20 - 2:50 P.M.
Grade III and IV	8:00 A.M. – 12:00 A.M. 12:40 - 3:20 P.M.
Grade V and VI	8:00 A.M. – 12:30 A.M. 01:10 - 3:50 P.M.

Note, however, that the current class schedule is subject to change.

The school conducts Saturday classes to offset the days when classes are suspended and to complete the number of class days or contact hours required by DepEd during the school year.

ATTENDANCE

Punctual and continuous attendance is required of all pupils. A number of unexcused absences may prevent a pupil from being given credit in the subject concerned, at the option of the teacher-in-charge. Cutting classes/truancy or habitual tardiness is classified as a major offense.

The school should be promptly notified if the pupil is sick and unable to attend classes; otherwise, the pupil may be dropped if the number of absences is excessive.

As a general rule, elementary pupils will not be permitted to leave the school campus before the dismissal of classes in the afternoon, for security and safety reasons, and to foster a sense of responsibility. Furthermore, parents will not be allowed to remain inside the campus while their children are attending classes. Each child should be provided with his/her own lunch box and left to eat by himself or with his/her classmates during lunchtime.

UNIFORMS

For girls, the uniform consists of a white blouse with JRU striped piping, a JRU seal embroidered on the left collar and a label tag on the right sleeve with the imprinted letters "JRU," and JRU colors striped-pattern necktie and skirts, white socks and black shoes.

For boys, from Kindergarten to Grade IV, the uniform consists of a white polo shirt with JRU striped piping on the sleeves, a JRU seal embroidered on the left collar and a label tag on the right sleeve with the imprinted letters "JRU." Short khaki pants, white socks, and black shoes. For grades V and VI, the uniform is the same except for long khaki pants.

The patterns, prescribed uniforms, and cloth materials are available at the JRU Bookstore located in the main campus.

SCHOOL ACTIVITIES

Co-curricular activities and organizations related to different subject areas are organized to enhance the interest of the pupils, to improve their skills in various fields, and to promote harmonious social relationships in the school campus.

A number of excursions and visits to various places of historical and cultural significance are undertaken during the year. Such trips are made under the full supervision of faculty, with the written permission of parents.

JRU is active in the scouting movement and is a regular member of the Boy Scouts of the Philippines. Boys from six to nine years old are encouraged to join the Kab Scouts; those from ten to twelve years old, the Boy Scouts.

The Elementary School is a member of the Girl Scouts of the Philippines. Girls from six to nine years old are encouraged to join the Stars; those from ten to twelve years old, the Girl Scouts.

Literary and musical programs are held from time to time, and maximum pupil participation is stressed. A separate day is reserved for Elementary School activities during the annual University Week held early in February when the anniversary of the school is observed with appropriate ceremonies.

Pupils of the Roman Catholic faith may be prepared for the First Holy Communion, at the indication of the parents upon enrolling the child.

SCHOLARSHIPS

To encourage deserving pupils, Academic Scholarships are given to pupils starting at Grade 3 of JRU Elementary School.

Further details on Academic Scholarships are available from the Principal's Office.

In addition, all graduates of the JRU Kindergarten and Elementary School are entitled to a reduction in the tuition fee for the first grade of Elementary School and seventh grade of Junior High School at JRU, provided they enroll in the school year immediately following graduation.

TUITION AND OTHER FEES

The tuition fee for the year for each pupil will depend upon the grade level. Miscellaneous and other fees may be charged depending on the grade level, and subject enrolled. The details of tuition and miscellaneous fees are available at the Student Accounts Section of the Accounting Office.

A "prompt payment discount" of 10% of the tuition fee is given if full payment of all tuition and miscellaneous fees is made before the opening of classes (Prompt Payment Discount). However, if payment is made through credit card, the "prompt payment discount" is reduced to 7.5%.

Further information about prompt payment discount schedule and the deadline for enjoying such privilege may be obtained at the Student Accounts Section of the Accounting Office at Room A-13.

Pupils who will pay tuition and miscellaneous fees after the prompt payment discount period but on or before the 11th day from the opening of classes can no longer avail the prompt payment discount and will be charged the full published rate.

Pupils who are not able to pay tuition and miscellaneous fees in full on or before the 11th day from the opening of classes shall automatically be considered as paying on "installment basis" and shall be charged the installment rates.

Pupils who pay on installment basis shall be charged an "Incomplete Down-payment fine" of Five Hundred Pesos (Php 500.00) if full payment is not made on or before the 11th day from the opening of classes.

A "Non-Payment Fine" equivalent to Two Hundred Pesos (Php 200.00) shall be charged to those pupils who fail to pay the minimum payment required on installment accounts as they become due.

The last day of enrolment without fine is the first day of regular classes. Any pupil who is allowed to enroll after the said date shall be considered as a late enrollee and is subject to the late enrolment fine.

A pupil is not considered enrolled unless the tuition fee or the first installment payment have been paid, in addition to the other requirements for enrolment.

Please note that the pupil with delinquent accounts shall be subject to penalties. This includes pupils who do not settle financial obligations to the University on time and those who issue "bounced checks."

DISCOUNTS

Discounts and other tuition reductions are also available subject to the approval of the concerned office head upon submission of the required documents. Details on the application or availments of discounts are available at the Student Accounts Section of the Accounting Office.

WITHDRAWAL AND REFUNDS

A distinction is made between pupils who officially withdraw and students who drop. Full withdrawal is permitted within thirty (30) days after the beginning of classes provided the university is notified promptly in writing on Application for Change of Subject/Section/Load and Withdrawal Form (F-REG-004) approved by the respective Principal and the Registrar. Any deserving exception on the application for withdrawal shall be referred to the Vice President for Academic Affairs (VPAC) for approval. When no written notification is made, the pupil is considered dropped, and charged in full for the entire year, regardless of the actual attendance.

Subsequent to enrolment, if the pupil officially withdraws his/her enrollment for any reason, prior to the start of classes, the University shall refund all payments already made, but will charge the pupil the amount of Two Thousand Eight Hundred Pesos (Php 2,800.00) as processing fee.

If a pupil officially notified the University of the withdrawal of his/her enrolment within fifteen (15) calendar days after the beginning of classes, the pupil shall be charged 20% of the total published tuition and miscellaneous fees due or total installment tuition and miscellaneous fee due depending on their mode of payments. This policy shall be imposed regardless of whether or not the pupil has been attending his/her classes.

If a pupil officially notified the University of the withdrawal of his/her enrolment more than fifteen (15) but not more than thirty (30) calendar days after the beginning of classes, the pupil shall be charged 50% of the total published tuition and miscellaneous fees due or total installment tuition and miscellaneous fee due depending on their mode of payments. This policy shall be imposed regardless of whether or not the pupil has been attending his/her classes.

If a pupil officially notified the University of the withdrawal of his/her enrolment more than thirty (30) calendar days after the beginning of classes, the pupil shall be charged 100% of the total published tuition and miscellaneous fees due or total installment tuition and miscellaneous fee due depending on their mode of payments. This policy shall be imposed regardless of whether or not the pupil has been attending his/her classes.

In no case will tuition fee be refunded or reduced because of absences from or suspension of classes for any reason whatsoever.

Further details regarding withdrawals and refunds are available at the Student Accounts Section of the Accounting Office.

FURTHER INFORMATION

Additional information may be obtained from the Office of the Elementary School Principal in Room K-108 of Building K. The office is open

from 8:00 to 12:00 o'clock in the morning and from 1:00 to 5:00 o'clock in the afternoon, Mondays through Fridays. You can contact us also through the following:

Telephone No. : 531-8031 to 35
Fax No. : 531-6087
Email : elementary@jru.edu
Website : www.jru.edu

KINDERGARTEN

Kindergarten class introduces the child to social interaction with children of the same age, and eases the transition into more formal education in Grade I. As per DepEd order, it is strongly advised that children should take the Kindergarten program to improve their readiness and foundation skills to be ready for the primary grades. A portion of the elementary school building is exclusively used for the kindergarten classes, offering a wholesome atmosphere for young children engaged in work and play.

A child enrolling for kindergarten should have been born not later than June 1, 2012. A child who will turn 5 years old by the end of August 2018, could be accepted on the condition that Philippine Early Childhood Development (ECD) checklist is administered to the learner to determine his/her readiness to enter kindergarten and after a written permission from the Schools Division Superintendent (SDS) has been secured by the Office of the the School Principal.

The medium of instruction for the kindergarten class is primarily English, with the Filipino language utilized as an auxiliary medium. Classes are held from 8:00 to 11:00 o'clock in the morning and from 12:00 to 3:00 o'clock in the afternoon, Mondays through Fridays.

Kindergarten pupils are encouraged to join the Scouting Movement, 'Twinklers' for the girls and 'Kid' for the boys.

Kindergarten pupils are required to wear the same uniforms as those worn by the elementary school pupils in Grades I to IV.

KINDERGARTEN

<u>Learning Areas</u>	<u>Daily Time Allotment/ No. of Minutes</u>
Character Education	15
English	30
Mathematics	30
Snack Time	15
Science	20
Social Studies	20
Filipino	20
MAPEH	<u>30</u>
	180

TUITION AND OTHER FEES

The tuition for the year for each pupil will be based on the approved kindergarten schedule of tuition and other fees. The details of tuition and miscellaneous fees are available at the Student Accounts Section of the Accounting Office.

A "prompt payment discount" of 10% of the tuition fee is given if full payment of all tuition and miscellaneous fees is made before the opening of classes (Prompt Payment Discount). However, if payment is made through credit card, the "prompt payment discount" is reduced to 7.5%.

Further information about prompt payment discount schedule and the deadline for enjoying such privilege may be obtained at the Student Accounts Section of the Accounting Office at Room A-13.

Pupils who will pay tuition and miscellaneous fees after the prompt payment discount period but on or before the 11th day from the opening of classes can no longer avail the prompt payment discount and will be charged the full published rate.

Pupils who are not able to pay tuition and miscellaneous fees in full on or before the 11th day from the opening of classes shall automatically be considered as paying on "installment basis" and shall be charged the installment rates.

Pupils who pay on installment basis shall be charged an "Incomplete Down-payment fine" of Five Hundred Pesos (Php 500.00) if full payment is not made on or before the 11th day from the opening of classes.

A "Non-Payment Fine" equivalent to Two Hundred Pesos (Php200.00) shall be charged to those pupils who fail to pay the minimum payment required on installment accounts as they become due.

The last day of enrolment without fine is the first day of regular classes. Any pupil who is allowed to enroll after the said date shall be considered as a late enrollee and is subject to the late enrolment fine.

A pupil is not considered enrolled unless the tuition fee or the first installment and all pertinent miscellaneous fees have been paid, in addition to the other requirements for enrolment.

Please note that the pupil with delinquent accounts shall be subject to penalties. This includes pupils who do not settle financial obligations to the University on time and those who issue "bounced checks."

DISCOUNTS

Discounts and other tuition reductions are also available subject to the approval of the concerned office head upon submission of the required documents. Details on the application or availment of discounts are available at the Student Accounts Section of the Accounting Office.

WITHDRAWAL AND REFUNDS

A distinction is made between pupils who officially withdraw and pupils who drop. Withdrawal is permitted within thirty (30) days after the beginning of classes provided the university is notified promptly in writing on the Application for Change of Subject/Section/Load and Withdrawal Form (F-REG-004). The request shall be approved by the Principal, the Registrar, and the Vice President for Academic Affairs or his/her authorized representative. When no written notification is made, the pupil is considered dropped, and charged in full for the entire year, regardless of the actual attendance.

Subsequent to enrolment, if the pupil officially withdraws his/her enrollment for any reason, prior to the start of classes, the University shall refund all payments already made, but will charge the pupil the amount of Two Thousand Eight Hundred Pesos (Php 2,800.00) as processing fee.

If a pupil officially notified the University of the withdrawal of his/her enrolment within fifteen (15) calendar days after the beginning of classes, the pupil shall be charged 20% of the total published tuition and miscellaneous fees due or total installment tuition and miscellaneous fee due depending on their mode of payments. This policy shall be imposed regardless of whether or not the pupil has been attending his classes.

If a pupil officially notified the University of the withdrawal of his/her enrolment more than fifteen (15) but not more than thirty (30) calendar days after the beginning of classes, the pupil shall be charged 50% of the total published tuition and miscellaneous fees due or total installment tuition and miscellaneous fee due depending on their mode of payments. This policy shall be imposed regardless of whether or not the pupil has been attending his classes.

If a pupil officially notified the University of the withdrawal of his/her enrolment more than thirty (30) calendar days after the beginning of classes, the pupil shall be charged 100% of the total published tuition and miscellaneous fees due or total installment tuition and miscellaneous fee due depending on their mode of payments. This policy shall be imposed regardless of whether or not the pupil has been attending his classes.

In no case will tuition fee be refunded or reduced because of absences from or suspension of classes for any reason whatsoever.

Further details regarding withdrawals and refunds are available at the Student Accounts Section of the Accounting Office.

HIMNO JOSÉ RIZAL

Sa aming isipan, ikaw ang tanging luminang
Mahal naming Jose Rizal, tanglaw namin at dangal;
Saan man magtungo, ngalan mo'y laging taglay
'Pinagbubunyi ka namin sa t'wi-t'wina aming Jose Rizal

Bandilang bughaw at ginto, ay ating iwagayway
Sagisag ng dunong at yaman, na dulot sa ating kalul'wa;
Habang may buhay lagi naming dadakilain ang 'yong alaala,
Habang may buhay lagi naming dadakilain ang 'yong alaala!

IMPORTANT

Parents are expected to be familiar with the contents of this General Information, and to abide by all the policies and procedures contained herein.