

EL ELYON LEARNING CENTER INCORPORATED

012-BL-052 Gold St., Deca Homes Subd. Phase 2, Brgy. Tungkil Minglanilla Cebu

School ID No. 409041

WELCOME TO ELELYON LEARNING CENTER INC. CEBU

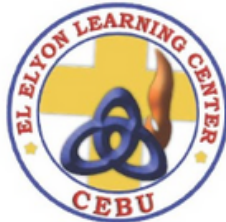
E N R O L L M E N T P A C K



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To our Valued Parents, thank you for considering enrollment of your child at El Elyon Learning Center Inc. Cebu

Please find attached our Enrollment Form, Standard School Fee Package, Declaration, Enrollment and Data Privacy Policy.

Please fill out an Enrollment Form for each child and return them with copies of their:

- PSA Issued Birth Certificate
- Most Recent Report Card/Grading Card
- Academic Record issued by previous school (applicable only for transfer students)

ENROLLMENT POLICY

POLICY ON REFUND OF FEES

A. Students who have paid their matriculation fees and who withdraw before the opening of classes and those who register after the opening of classes then withdraw immediately thereafter the refund shall be computed by taking into consideration.

The refund of their matriculation fees (except entrance, registration, and miscellaneous fees) in accordance with the following schedules:

Two weeks before the opening of classes - 80% refund

One week before the opening of classes - 50% refund

Start of classes - no refund

B. To recognize the authority of EL ELYON LEARNING CENTER INCORPORATED. To ban or not allow our child or children from entering the school campus or entering his/her classes in case we fail to pay two consecutive installments of our due. Provide however that our child be solely responsible for keeping up with lessons, assignment & taking examination given during the school days our child was not allowed to enter or attend classes.

IMPORTANT:

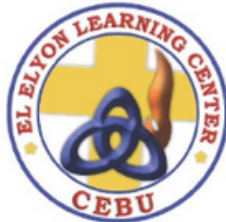
ENROLLMENT IN EL ELYON LEARNING CENTER INCORPORATED SHALL MEAN THAT STUDENT AND THEIR PARENTS ARE WILLING TO ABIDE BY SCHOOL POLICIES, RULES AND REGULATIONS CONTAINED IN THE SCHOOL BULLETIN AND STUDENT HANDBOOK AND ALL OTHER GUIDELINES THAT WILL BE ISSUED DURING THE SCHOOL YEAR.



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DECLARATION

It is essential both parents/guardians and students read and sign the following agreements prior to submitting this application for consideration. In order to uphold the traditions and reputation of the School and for the mutual benefit of all students, their families and members of the community, the expectations of students and their parent(s)/guardian(s) are set out below.

PARENT(S)/GUARDIAN(S) UNDERTAKING:

As parent(s)/guardian(s) of a student attending El Elyon Learning Center Inc. Cebu I/we jointly and severally:

1. Agree to abide by the School's policies and other regulations which may be made from time to time.
2. Will endeavour to help in the various school support activities (e.g. canteen, camps, excursions, retreats and other official school councils).
3. Agree to promptly pay tuition and other fees and charges as determined by the School Board (unless other arrangements have been made on a confidential basis).
4. Agree that a full term's notice in writing must be given to the Principal before the removal of a student from the College. Failure to give such notice will involve payment of the fee for the term notice period, irrespective of the date the student leaves the College. Should the student be required to leave the School for any reason, the fee for the notice period will be charged.
5. Understand that if fees are not paid, the debt shall be transferred to a collection agency. I/we further understand that I/we will be responsible for all fees incurred in the collection of the fees payable to the collection agency.
6. Exonerate the School, its staff and agents from any legal responsibility for loss of personal effects, including money, belonging to the student.
7. Will ensure the student wears the full School uniform as prescribed and adheres to School uniform policy.
8. Agree that my child will participate fully in all activities arranged by the School, such as El Elyon Day celebrations, sporting carnivals, excursions and other school activities.

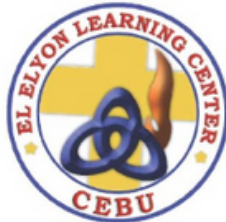
Parent's Signature Over Printed Name



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DATA PRIVACY

El Elyon Learning Inc. Center Cebu understands the importance of keeping its stakeholders' personal data (e.g., students, alumni, applicants) private and secure for purely legitimate purposes.

Our goal is to fully comply with the Data Privacy Act of 2012 (DPA) and the National Privacy Commission (NPC). We value your privacy as much as we value ours. Our dedication to providing a high-quality education to our students is as important as our dedication to keeping your personal information secure. We are aware that personal data constitutes one's identity, and in this day and age, the confidentiality of personal and sensitive information is critical.

El Elyon Learning Center Inc. Cebu will only collect, use, and disclose personal information with the knowledge and consent of the student, or, if applicable, the guardian or parent.

1. Collection of Personal Information

El Elyon Learning Center Inc. Cebu collects Personal Data upon application for admission, registration for enrolment and during the course of a student's, parent's, and guardian's involvement in the school.

The school collects personal information from Data Subjects including but not limited to the following:

- Personal information such as name, date of birth, gender, religion and nationality;
- Address, email, mobile, and phone numbers are examples of contact information.
- Grades, previous school records, and academic standing are examples of academic information.

2. Who Uses the Information

Personal information is accessed and used by School personnel who have a legitimate interest in it in order to carry out the School's contractual obligations.

3. Use of Personal Information

Personal information will only be collected for purposes related to the School's functions and activities.

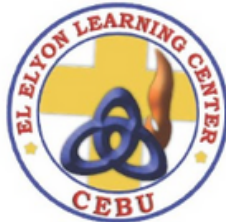
The School uses personal information from students and parents for the following purposes (but not limited to):



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- evaluating admissions applications to the School and processing confirmation of incoming and transfer students;
- recording, storing, and evaluating student work e.g. Homework, seatwork, tests, examinations, essays, and presentations;
- recording, generating, and maintaining records of class attendance and participation in curricular, co-curricular, and extra-curricular activities, whether manually, electronically, or through other means;
- sharing of grades among faculty members and others with a legitimate official need for academic deliberation;
- investigating incidents involving student behavior and enforcing disciplinary measures;
- keeping directories and alumni records up to date;
- distributing official school announcements;
- distributing marketing and promotional materials for school-related functions, events, projects, and activities;
- keeping parents informed about school-related issues.

4. Security of Personal Information

Individuals' privacy and the confidentiality of data subjects' personal information are required to be respected by the School's staff.

5. Handling of Data Breach

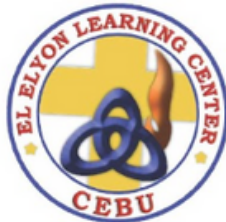
Any incident or breach of data security that comes to the School's attention will be recorded and reported in accordance with the law. The School will take all necessary and reasonable steps to address such incident or breach and mitigate any negative consequences. If there is a strong suspicion that an incident involves a student's personal information, the School will promptly notify the concerned student and/or parent.



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Enrollment Form (Page 1)

Date: _____

School Year: _____

LEARNER/PUPIL'S INFORMATION

Last Name: _____ Gender: _____

First Name: _____ Nationality: _____

Middle Name: _____ Religion: _____

Date of Birth (mm/dd/yy): _____ Place of Birth: _____

Language(s) Spoken at Home: _____

Is the student a previous student of El Elyon Learning Center Inc. Cebu? (if No please write the previous school attended):

☐ Yes ☐ No _____

Entry Grade: ☐ Nursery ☐ K1 ☐ K2 ☐ G1 ☐ G2 ☐ G3 ☐ G4 ☐ G5 ☐ G6

PARENT'S INFORMATION

Mother's

Maiden Name: _____
Last Name First Name Middle Name

Occupation: _____ Contact Number: _____

Father's Name: _____
Last Name First Name Middle Name

Occupation: _____ Contact Number: _____

Full Home Address: _____
House Number Street Town/City

Province Postal Code

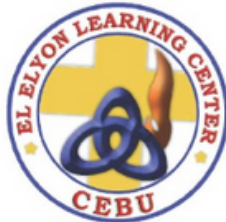
Email Address: _____



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Enrollment Form (Page 2)

ADDITIONAL INFORMATION

Siblings attending the school (Name & Grade Level) *answer with N/A if not applicable.*
answer with N/A if not applicable.

Siblings attending other school (Name & Grade Level, School Name)
answer with N/A if not applicable.

Which learning modality will the student be adapting this school year 2022 - 2023?

☐ Full Face-to-Face ☐ Hybrid (3 days face-to-face, 2 days online) ☐ Online only

Does the student have access to the internet at home with an appropriate device (Ipad, Tablet, Laptop, Computer)? ☐ Yes ☐ No

STUDENT INDIVIDUAL NEEDS Answer with N/A if not applicable.

Known learning difficulties: _____

Sensory (Vision/Hearing): _____

Psychological/Cognitive: _____

Behavioral/Safety: _____

Communication: _____

Does your child receive any services from an external agency (e.g. Therapist/Speech Therapist/Psychologist) ☐ Yes ☐ No

I/we understand and accept that the completion of this application form does not guarantee an enrolment. Successful applicants will be determined in accordance with the school's enrolment criteria., I/we have read and understand the Enrolment Policies and Procedures and agree to abide by them.

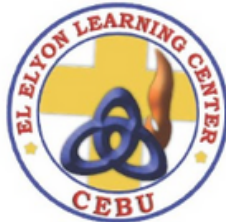
Parent's Signature Over Printed Name



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SCHOOL FEE PACKAGE

NURSERY	
Tuition Fee	₱9,000
Miscellaneous Fee	₱7,850
TOTAL FEE	₱16,850

KINDER 1 & 2	
Tuition Fee	₱9,500
Miscellaneous Fee	₱8,500
TOTAL FEE	₱18,000

GRADE 1 & 2	
Tuition Fee	₱10,000
Miscellaneous Fee	₱11,000
TOTAL FEE	₱21,000

GRADE 3	
Tuition Fee	₱10,500
Miscellaneous Fee	₱11,550
TOTAL FEE	₱22,050

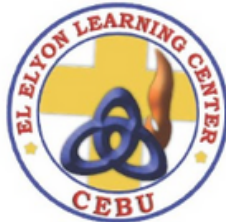
GRADE 4, 5 & 6	
Tuition Fee	₱11,000
Miscellaneous Fee	₱13,400
TOTAL FEE	₱24,400



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MODE OF PAYMENT & DISCOUNTS

MODE OF PAYMENT		
<i>(9 gives: Aug 15, 2022 to April 15, 2023)</i>		
NO.	DOWNPAYMENT	MONTHLY PAYMENT
Option 1	₱2, 500. 00	₱2, 433. 00
Option 2	₱3, 000. 00	₱2, 378. 00
Option 3	₱3, 500. 00	₱2, 322. 00
Option 4	₱4, 000. 00	₱2, 267. 00

DISCOUNTS		
Cash	₱1, 000. 00	*Only available if the school fee is paid in full.
Highest Honor	₱1, 000. 00	*provide any proof issued by previous school.
High Honor	₱600. 00	
2 pupils	₱1, 000. 00	*siblings must be enrolled concurrently at the school.
3 pupils	₱2, 000. 00	
4 pupils	1 Free Tuition Fee	

*NOTE: discounts will be applied only to the tuition fee.



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