



# ENROLLMENT FORM

New Student  
 Regular Student  
 Irregular Student

NAME Sample Sample S. MI Date 2-Feb-24  
Last Name First Name MI Student No. 2023-0001  
 COURSE Certificate Program Year & Section Certificate Program  
 MAJOR Pastoral Studies SEM & YEAR 1st 2022-2023

SUBJECT CODE	SUBJECT	LECTURE		LAB	SCHEDULE	PROF.	REMARKS
		Unit	Hours				
CPS101	Introduction to Hermeneutics	3	3				
CPS102	Introduction to Homiletics	3	3				
CPS103	Church History – Book of Acts Level 1	3	3				
CPS104	Missiology (History, Principle & Practice Level 1)	3	3				
CPS105	Pastoral or Ministerial Life, Qualifications & Work	3	3				
CPS106	Life of Christ – Gospels	3	3				
		<b>18</b>	<b>18</b>				

DESCRIPTION	AMOUNT	
<i>Tuition Fees:</i>		
Tuition Fee	9,000.00	<b>9,000.00</b>
<i>New Student Fees:</i>		
ID, Student Handbook, Matriculation	1,850.00	<b>1,850.00</b>
<i>Miscellaneous Fees:</i>		
Online Student Orientation	150	
Digital Library	500.00	
Enrollment Management Fee	500	
Guidance Counseling		
Institutional Development Fee	1,150.00	
ICT Development Fee	1,200.00	
System & Online Services Fee	500	<b>4,000.00</b>
<i>Other Fees:</i>		
Health Insurance		
Registration Fee	150.00	
Development Fee	3,500.00	<b>3,650.00</b>
	<b>SUBTOTAL FEES</b>	<b>18,500.00</b>
	Full Payment Discount	500.00
	<b>TOTAL FEES</b>	<b>18,000.00</b>

SCHEDULE OF PAYME	[ ] Full Payment	[ ] 2 Payments	[ ] 3 Payments	[ ] 4 Payments	[ ] 5 Payments
Upon Enrollment	18,000.00	9,250.00	6,333.33	4,875.00	4,000.00
2nd Payment			6,333.33	4,875.00	4,000.00
3rd Payment				4,875.00	4,000.00
4th Payment		9,250.00	6,333.33	4,875.00	4,000.00
5th Payment					4,000.00
	<u>18,000.00</u>	<u>18,500.00</u>	<u>19,000.00</u>	<u>19,500.00</u>	<u>20,000.00</u>

Kindly sign below to attest the correctness of all entries:

Conforme:

\_\_\_\_\_  
(Signature Above Printed Name)

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Cashier

O.R. No. \_\_\_\_\_

O.R. Date \_\_\_\_\_

**Waiver**

We acknowledge and respect the authority of Alpha College for Theological Studies (ACTS) to deny our child's attendance in classes if we fail to make two (2) payments for tuition consecutive installment and other school fees as outlined in the current payment schedule. Our child will be readmitted once all outstanding fees are settled. However, during the period our child was unable to attend classes, he/she will have sole responsibility for catching up on missed lessons, assignments, and exams that were administered.

\_\_\_\_\_  
(Signature Above Printed Name of Parent/Guardian)