

# ENROLMENT CONTRACT SY 2026-2027

## Electronic Acceptance and Binding Effect

This Enrollment Contract is executed electronically.

By proceeding with and completing the online enrollment process for The Abba's Orchard School, the Parent/Guardian:

- acknowledges having read and understood all provisions of this Contract;
- agrees to be bound by all terms, conditions, policies, and obligations stated herein; and
- understands that completion of the enrollment process constitutes full and valid acceptance of this Contract, with the same legal effect as a handwritten signature.

No physical or wet signature is required for this Contract to be valid and enforceable.

## 1. MANDATORY FEES

### **BOND** (only for new incoming students)

A Bond is required of all new incoming students. This is a one-time, non-transferable fee, payable within the reservation period and not applicable to siblings or other students.

The Bond is refundable, without interest, subject to the following:

- If the student withdraws, the Bond shall be refundable at the start of the school year immediately following the school year in which the withdrawal takes effect, on or after the tenth (10th) day of the first month of the succeeding school year.
- The School may apply the Bond to any unpaid tuition, fees, or charges incurred prior to withdrawal.

**LIAISON FEE P15,000.00** (for foreign students) Payable every year when so required by existing rules and regulations on enrolment of foreign nationals.

### **WHOLE YEAR FEES**

For Non-Erdkinder: Locker Fees, Communal Consumables, Science and Geo Lab fees, Computer Fees, Binders, ID and Memory Book (for moving-up Casa 3 and graduating Gr 6) are included in the TUITION FEES.

For Erdkinder: Farm Consumables & Lab Fees are included. Senior High (Gr 11&12) textbooks are not included because they are strand-specific.

In case of any breakage by the student due to mishandling, he/she will be charged accordingly at the end of the month. Payments should be made for any incidentals prior to the clearance of the child.

### **Memory Book :**

Memory Books are intended for all moving-up Casa children and for all students graduating from the Elementary and Erdkinder Programs. The cost of the Memory Book is part of the assessment and will have to be paid upon enrolment.

### **SegBag : P1,000.00**

For pre-cautionary measures, Student Emergency Grab Bag (SegBag) for each new student is required. The SegBag includes: water, crackers, toiletries, blanket, light stick, dust mask and hard hat.

All Transaction Fees related to online payment are shouldered by the parent/guardian.

## 2. SIBLING DISCOUNT

5% discount on whole-year fees for second and succeeding child/ren enrolled. This discount cannot be used in conjunction with any other discounts unless otherwise stated.

## 3. SHORT-TERM ENROLMENT

Enrolment for a period of **three (3) months or less** is considered **Short-Term Enrolment**.

No Bond shall be required; however, a **down payment equivalent to seven and one-half percent (7.5%) of the full-year fees**, representing **one-half of the standard fifteen percent (15%) down payment**, shall be required upon enrolment. Full-year fees shall thereafter be billed on a **monthly payment basis**, beginning in the month the student is enrolled.

Any fraction of a month shall be considered **one (1) full month**.

Any extension beyond three (3) months shall require **full Bond payment and the standard 15% Down Payment** and shall be subject to the School's regular enrolment terms.

## 4. INTER-CAMPUS TRANSIENT ATTENDANCE

Because the school has other campus sites nationally, a parent/guardian can temporarily bring a child to class in another campus, subject to slot availability and the receiving campus' ability to accommodate the student's needs including developmental or learning support requirements. This happens when the parent/guardian has a brief visit to another city. This Inter-Campus Transient Arrangement (ICTA) is only applicable to students with no outstanding balance.

For an ICTA attendance of THREE (3) consecutive days or less in another campus, no Admin Fee and no Differential Fee will be charged.

Should the ICTA exceed three (3) consecutive days, an **Admin Fee of Php 3,000** will be charged. Moreover, the differential between the fees of the two campuses, referred to herein as Differential Fee, (computed based on whole-year fee assessment), will be billed weekly. A fraction of a weekday will be considered one whole week. The differential will not be refunded if the transfer happens from a campus with a higher tuition rate.

An ICTA of continuous thirty (30) calendar days will be considered a Change of Campus. This campus change is subject to the availability of slots. A Differential Fee as defined in Section 4 above shall be billed.

## 5. CHANGE OF PAYMENT SCHEME

A modification fee of P1,000.00 shall be billed for any request of change of payment scheme. Request for change of payment scheme shall only be allowed once per school year.

## 6. NEURODIVERGENCE AND DEVELOPMENTAL SUPPORT

### Declaration Prior to Enrollment

Parents or guardians must declare, prior to enrollment, if their child has a diagnosed neurodivergence or developmental condition. For purposes of this contract, *neurodivergence* refers to diagnosed developmental, neurological, or learning differences that may require educational, therapeutic, or environmental support.

### Accommodation Considerations

The School may consider accommodating a child with neurodivergence based on the following factors:

- a) the specific needs of the child;
- b) the availability of appropriate slots and resources within the School;
- c) the School's capacity to address these needs in consultation with the child's licensed developmental pediatrician and/or other qualified professionals; and
- d) the family's compliance with agreed-upon recommendations from the School and relevant licensed professionals.

Accommodation is not automatic and will be determined on a case-by-case basis.

### Concerns Identified After Enrollment

If neurodivergence was not declared prior to enrollment, and the School later observes concerns in the child's development, behavior, or learning that warrant professional evaluation:

- Parents shall agree to have the child assessed and/or supported, at their own expense, by a licensed developmental or medical professional, allied health professional, or appropriate extension service.
- The purpose of such evaluation is to allow the School and family to determine appropriate interventions in support of the child's development.

If the child is subsequently diagnosed with neurodivergence, the School reserves the right to review the child's continued enrollment based on the same accommodation considerations listed above.

### Refusal to Participate in Evaluation or Support

If parents refuse to pursue recommended evaluation or services, the School reserves the right to terminate the enrollment contract in accordance with Section 12.

## 7. ATTENDANCE

A student must be present at least 80% of the total number of school days in a year to satisfy the requirements of the Department of Education. A student's absences should not exceed the allowed 20% of the total number of days in a school year. No credit or refund is given for illness or trips out of town. The school's expenses continue regardless of the student's absence.

**8. FIELD TRIPS/GOING-OUT ACTIVITIES** and other school events are excluded from the school fees.

## 9. Late FEES, EXTENDED DAY FEES & FINANCE CHARGES

All Fees are due on the 7<sup>th</sup> of each month and are "LATE" onwards. A **Late Fee of P500** is added to the account, and a finance charge shall be applied to the outstanding account at **3% per month**.

Extended Day Fees apply to students NOT fetched within 1 hour from official dismissal time. A fee of **Php 1,000.00** for the first hour per student and for every hour thereafter applies to students not fetched after their dismissal times. The fees are meant to discourage the practice of very late pick-up time that requires school staff to render more hours than usual to accompany children who are still in school. This will be billed at the end of the month.

## 10. NON-PAYMENT OF SCHOOL FEES

In cases of Non-payment of School Fees, the school reserves the right to exercise the following until all accountabilities have fully been cleared:

- a) Withhold student's Report Card during scheduled PTCs
- b) Decline student's enrolment for the following school year
- c) For graduating students, hold the release of student's School records such as Report cards, Transcript of Records, and Diploma.

## 11. WITHDRAWAL REQUIRES ADVANCE NOTICE

If a child is withdrawn within the first two (2) trimesters, his or her enrolment continues until the end of the month following the month the written Notice of Withdrawal is received by the campus office. Any refund the School owes is payable within 30 days thereafter. Locker Fees, Classroom Consumables, Science and Geo Lab fees, Computer Fees, Binders, PE uniform, SegBag, and Memory Book and Down Payment are not refundable.

No credit is given for notice received after the 2<sup>nd</sup> Trimester. The Whole Year Fee is due.

## **12. TERMINATION OF ENROLMENT CONTRACT**

The school reserves the right to unilaterally terminate the enrolment of any child who, after due process and in its reasonable judgment, is not benefiting from the school and/or has gravely violated the universal standards of moral excellence the school espouses. When the school terminates enrolment, fees shall be prorated through the last day of attendance.

The school also reserves the right to unilaterally terminate the enrolment and/or refuse the re-enrolment / enrolment of any child whose parents and/or guardians are inharmonious, uncooperative, unresponsive, and/or offensive to the child development practices of the school to the detriment of the child and/or who are unreasonably and/or untruthfully verbally or physically abusive to the school faculty, officers and/or staff and/or other school children, casting aspersions on personal and institutional character that constitute offensively wrong modeling to the impressionable community of learners.

The term "the child" includes all children who are currently enrolled or applying for enrolment. This supports the Child Protection Policy of the Department of Education under DepEd Order No. 4 s.2012 and Republic Act 10627, a.k.a. Anti-Bullying Act.

**13. THE DEPARTMENT OF EDUCATION** has the right to inspect and review the student's records.

## **14. SCHOOL AND MONTESSORI PROMOTION**

At no cost to the school, I/we the parent/guardian provide permission for the school to take a photograph or a video of our child in school or during out-of-school activities for purposes of school seminars being conducted or promoted or for educational exhibits, brochures, newsletters, print media publications, streamers, billboards, flyers, standees, and all social networking media including websites that promote the school and the cause and ideals of the Montessori education.

## **15. DATA PRIVACY ACT**

By proceeding with and completing enrolment, the Parent/Guardian acknowledges having read and understood, and hereby **agrees to comply with**, the School's Data Privacy Policy in accordance with the Data Privacy Act of 2012 (Republic Act No. 10173), including its implementing rules and regulations.

## **16. PARENT PARTNERSHIP COMMITMENT**

By proceeding with and completing enrolment, the Parent/Guardian acknowledges having read and understood, and hereby **agrees to abide by**, the School's Parent Partnership Commitment, as issued by the School.