

HNU-BED Enrollment Guidelines:

1. Please follow the enrollment flow in order to be guided. Enrollment program is on first come, first serve basis.
2. Registration Fee is to be paid upon enrollment, and non-refundable in case of cancellation. If the student opt to withdraw/stop attending classes, the following charges shall apply:

<i>Withdrawal/Termination of Enrollment Period</i>	<i>Charges</i>
<i>From Start of classes up to 2 weeks (14days)</i>	- <i>FREE OF CHARGE but Registration Fee is Non Refundable</i>
<i>After 2 weeks up to 2 months (15-60 days)</i>	- <i>10% on Tuition Fee, Full on Miscellaneous and Other Fees</i>
<i>After 2 months up to 4 months (61-120 days)</i>	- <i>30% on Tuition Fee, Full on Miscellaneous and Other Fees</i>
<i>After 4 months up to 5 months (121-150 days)</i>	- <i>50% on Tuition Fee, Full on Miscellaneous and Other Fees</i>
<i>After 5 months (151 days and above)</i>	- <i>100% on Tuition Fee, Full on Miscellaneous and Other Fees</i>

All Payments are to be made only at the School Teller/Cashier

3. Tuition Fee Billings will be given to the students in the form of Statement of Accounts and to be paid before each scheduled major examination. Parents or guardians are encouraged to check in the Cashier's Office for updates in their payment schedules.
4. Clearances are also required for students who opted to cancel or withdraw their enrollment.

I certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details to create and/or update his/her learner profile in the Learner Information System.

Furthermore, I hereby attest with my full knowledge that I am responsible for the studies of my child, a bi-monthly check-up, a periodic follow-up of his/her classes, attend PTA activities, and I will come to claim his/her card every grading period.

Data Privacy Notice

Holy Name University recognizes and respects your child's right to privacy and the confidentiality of his/her personal information. HNU is committed to safeguarding your child's personal information pursuant to the provisions of the Data Privacy Act of 2012 (RA 10173). Such information are acquired, generated, and used for legitimate academic and administrative function of the university which also include historical, statistical, research and marketing purposes.

Parent's/Guardian's Consent

In acknowledgement of the Holy Name University's data privacy and the Data Privacy Act of 2012 (RA 10173), I, as parent/guardian, willfully give my consent to Holy Name University to collect, store, process and use my child's/ward's personal and private information and associated data that may be generated for its legitimate academic and administrative functions and related problems.

Signature Over Printed Name of Parent/Guardian

Date

It is my responsibility to know the rules and regulations of the school and I hereby agree to follow the said school rules and regulations.

Signature Over Printed Name of Student

Date