



**ENROLMENT FORM**  
School Year: \_\_\_\_\_

<b>Grade Level</b>	<input type="radio"/> Old Student <input type="radio"/> New Student	LRN Number	Nationality/Citizenship	Gender
Family Name		First Name		Middle Name
Religion		Birthdate	Place of Birth	Age
Email Address:		Phone Number	Date of Baptism	Date of First Communion
Last School Attended:			Grade Level Completed:	
Address:			School Year:	GPA:
Father's Name		Occupation/Name of Business Firm		Phone Number
Mother's Name		Occupation/Name of Business Firm		Phone Number
Permanent Address:				
Current Address:				
Guardian's Name (if not living with parents)		Relationship	Occupation	Phone Number
Home Address:				
Member of Indigenous People Community? <input type="radio"/> YES (Please Specify) _____ <input type="radio"/> NO			Member of 4P'S Family? <input type="radio"/> YES <input type="radio"/> NO	
Name of Brothers/sisters enrolled in CKC at present:			Grade Level	
1. _____			_____	
2. _____			_____	
3. _____			_____	
4. _____			_____	
<b>Credential (s) Submitted (For New students): <i>Please check:</i></b>		<b>For ESC Subsidy Requirements: (GRADE SEVEN ONLY)</b>		
<input type="checkbox"/> Report Card <input type="checkbox"/> Certificate of Good Moral Character <input type="checkbox"/> Birth Certificate(PSA) Photocopy <input type="checkbox"/> Baptismal Certificate Photocopy <input type="checkbox"/> 1 pc. 2x2 ID picture		<input type="checkbox"/> ESC Application Form <input type="checkbox"/> Photocopy of Report Card <input type="checkbox"/> Birth Certificate(PSA) Photocopy <input type="checkbox"/> 2 pcs. 2x2 ID Picture <input type="checkbox"/> Latest Income Tax Return (ITR) of the previous year or Certificate of Tax Exemption or Municipal Certification of Unemployment or Barangay Indigency of the parent or guardian <input type="checkbox"/> 1 White Long Folder		
Reminders: The following conditions are observed: ☞ Withdrawal before the <u>start of classes</u> , only the Registration fee will be charged. ☞ One week after classes, may be given an 80% refund of the amount he/she has paid on the tuition fee. ☞ Three weeks after classes, may be given 50% of the amount he/she has paid on the tuition fee. ☞ No refund will be honored four (4) weeks after the start of the semester.		I hereby certify that foregoing statements are true and correct.  _____ Student's Name and Signature  _____ Parent's/Guardian's Name and Signature		
<b>Please have signatures from the following offices:</b>				
1. _____ Guidance Office	2. _____ Prefect of Discipline	3. _____ Student Activity Coordinator		
4. _____ GS/JHS Academic Coordinator	5. _____ Principal	6. _____ Registrar	7. _____ Cashier	
Date Accomplished: _____				

**IMPORTANT:** Submit this form to CKC Registrar's office otherwise you are not officially enrolled and your name will not appear in the Enrolment List.

## PERSONAL DATA PROTECTION STATEMENT

Personal Data Protection Statement in the course of your admission, the Christ the King College will collect or obtain from time to time, personal data from you or in relation to you. Please note that your Personal Data will be collected, processed, used and stored for purposes directly or indirectly relevant to your admission to the academy. Your Personal Data may also be used for the administration and management and compliance to applicable laws and regulations. By signing and returning this Consent Form to CKC, you confirm that you allow the collection, use, recording, storing, organizing, consolidation, updating, disclosure, transfer, sharing, and/or general processing of your Personal Data by CKC as stated above and you undertake in turn to help CKC to observe the requirements of the Data Privacy Act of the Philippines (Republic Act No. 10173), its implementing rules and regulations and other relevant issuances of the National Privacy Commission. The permission you are granting to CKC to responsibly handle your Personal Data shall be effective immediately and shall continue unless you inform us in writing of your decision to revoke your permission prior to the end of the Residency Period, in which case, CKC shall immediately cease from collecting, using, recording, storing, organizing, consolidating, updating, disclosing, transferring, sharing and/or general processing of your Personal Data.

**Consent:**

I hereby consent to the collection, use, recording, string, organizing, consolidating, updating, disclosure, transfer, sharing and/or general processing of my Personal Data by CKC in accordance with the terms of this Personal Data Protection Statement for Students.

**Conforme:**

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Student

## AGREEMENT SCHOOL OBLIGATIONS

“The school adheres to the principle that its relationship with its students is one based on contract and, as such, is reciprocal in nature. Both contracting parties (i.e., the school and its students, and in case the student is a minor, his or her parents or legal guardians) recognize that while the school is obligated to provide its students with a good education, the students must also abide by the school’s academic and disciplinary standards set forth in the school’s Student Handbook, that they are required to agree to upon the student’s admission or enrollment.

“To meet the school’s substantial operating cost, prospective enrollees are informed at the time of enrollment of the school’s tuition and other fees and charges (the whole or any part thereof referred to as “Financial Obligations”), the terms of payment thereof and available payment options. All students are expected to comply with their Financial Obligations to enable the school to meet its own obligations (financial and otherwise) to its students, its other stakeholders, as well as the government. Thus, a default by a student of his/her Financial Obligation to the school is a material breach of the educational contract and, as such, shall be a just or valid ground for the school to withhold a student’s grades, school records or official transcript, or school/transfer credentials (individually or collectively referred to as “Credential/s”).

“Consequently, when the school exercises its right to withhold a student’s Credential/s for non-payment of the student’s Financial Obligations, the student shall hold the school, and any one acting for and in behalf of the school, absolutely free and harmless from exercising such right. Any cost or expense incurred by the school in defending itself from any such unfounded claim or cause of action of any student, including attorney’s fees, arising from or in connection with the school’s exercise of its right to withhold a student’s Credential/s for just or valid cause as stipulated herein, shall be for the student’s account and to be reimbursed by them to the school.”

**Conforme:**

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Parent/Guardian