**PENDING REQUIREMENT AGREEMENT**

I/We, the guardian/ parent of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, incoming **Grade 7** student for **S.Y.­ 2022-2023**, recognize my/our duties and responsibilities regarding the submission of all Admissions Requirements to FEU High School, Manila.

I/We acknowledge that my/our child’s enrollment is provisional to his completion of the requirements enumerated below and shall be made official when I/we submit to the school these original copy of the documents on or before **September 10, 2022.**

**IMPORTANT:**

1. **Failure to submit on the said may forfeit my enrollment in FEU High School without any refund.**
2. **Release of my Transfer Credentials and Official Transcripts will depend on my full payment of any remaining balance to FEU High School.**

* Original PSA Birth Certificate
* Certificate of Good Moral Character
* Original copy of Grade 6 final report card
* Original copy of ESC / DepEd Voucher Certificate (if applicable)
* Scanned copy of vaccination card

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over Printed Name Signature Over Printed Name

of Parent/ Guardian of FEUHS AFA Staff/Officer

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

**Guidelines on the Submission of Enrollment Documents for S.Y. 2022-2023**

I. The student shall place the original copy of the following documents in a long brown envelope:

* Original copy of Grade 6 final report card
* Original PSA Birth Certificate
* Certificate of Good Moral Character
* Original copy of ESC / DepEd Voucher Certificate (if applicable)

II. The student shall submit the sealed long brown envelope with the proper label:

* Complete Name
* Mobile Number
* Admissions Control Number (AdCon #)
* Grade Level / Strand / Section
* Date of submission
* Documents submitted

III. Submission of enrollment documents via: Courier or Drop-Off:  
  
**For Courier:**

* Contact person: Ms. Elaine Relucio, Admissions Assistant

FEU High School – Admissions and Financial Assistance Office

* Contact number: 0906-653-5768 or 8849-4000 loc. 802
* School address: FEU Nursing Building Room 202, FEU High School, Nicanor Reyes St., Sampaloc, Manila, 1008.

**For Drop-Off:**

* Contact person: Ms. Elaine Relucio, Admissions Assistant

FEU High School – Admissions and Financial Assistance Office

* Contact number: 0906-653-5768 or 8849-4000 loc. 802
* School address: FEU Gate 4, Nicanor Reyes St, Sampaloc, Manila, 1008.

IV. The student must email the proof of shipment to FEU High School, Manila– Admissions and Financial Assistance Office ([admissions@feuhighschool.edu.ph](mailto:admissions@feuhighschool.edu.ph)) the following information for tracking purposes:

* Complete Name
* Mobile Number
* Admissions Control Number (AdCon #)
* Grade Level / Strand / Section
* Date of submission / Courier / Tracking number
* Documents submitted

V. Deadline of submission:

* Send the enrollment documents on or before **September 10, 2022**, only.