



Office of Admissions
and Scholarships

STATEMENT OF RESPONSIBILITIES

In connection with the admission and enrollment of _____, **NAME OF THE STUDENT** (Last Name, First Name and Middle Name)

the person named below is the designated Parent/Guardian On-Record:

LAST NAME FIRST NAME MIDDLE NAME

Mailing Address: _____

Relationship to Student: _____ Email Address: _____

Telephone Number: _____ Mobile Number: _____

We understand and agree with the following:

1. The confirmation fee of Php10,000.00 will be credited to tuition and fees assessment upon enrollment. In case of withdrawal of confirmation/enrollment, it will cover administrative and processing costs and is non-refundable.
2. The student/parent/guardian on-record must pay the tuition and fees (including any increase) as assessed by De La Salle University or any tuition and fee increase mandated by the government (if any), for the entire duration of the student's stay in the University.
3. The student/parent/guardian on-record must abide by the rules and regulations governing the student's enrolment at De La Salle University, as specifically stated in the DLSU Student Handbook and/or other University circulars/memoranda.
4. The parent/guardian on-record has equal access to the student's official school records through the My.LaSalle parent account.
5. The student shall (and the parent/guardian on-record allows the student to) undergo the Mandatory and Random Drug Testing initiated by DLSU and the government pursuant to RA No.9165 and the DLSU Student Handbook.
6. The parent/guardian on-record shall be the addressee of all relevant communications, if any, to be sent by De La Salle University. Communications may be sent to any of the contact information provided herein, and that the same is valid until superseded through a notarized written notification by the student/parent/guardian on-record.
7. The parent/guardian on-record shall be the payee of all checks in connection with tuition refunds, if any.
8. The administrative costs in connection with a change of the parent/guardian on-record may be assessed by De La Salle University.
9. DLSU may disclose personal information of the student to DLSU administrators and offices in the university for legitimate purposes. Legitimate purposes include compliance to government and accrediting agencies such as CHED, PRC, PAASCU, AUN, as well as compliance to requirements in the UAAP, when applicable.

SIGNATURE OF PARENT/GUARDIAN OVER PRINTED NAME

SIGNATURE OF STUDENT OVER PRINTED NAME

DATE

DATE

Note: This form must be accomplished in duplicate.