



Office of Admissions  
and Scholarships

Form No. UG-08

### 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
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Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Relationship to Student: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

We understand and agree with the following:

1. The reservation fee of PhP10,000.00 is non-refundable and will cover administrative costs in case enrollment is withdrawn/cancelled.
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 Communications may be sent to any of the contact information provided herein, and that the same is valid until superseded through a notarized written notification by the student/parent/guardian on-record.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.
10. For applicants with incomplete requirements, admission status is conditional. After 1 trimester, failure to submit complete requirements will cause admission status to be revoked and all enrolled courses will not be credited.

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN OVER PRINTED NAME  
DATE

\_\_\_\_\_  
SIGNATURE OF STUDENT OVER PRINTED NAME  
DATE

**Note: This form must be accomplished in duplicate.**