




Reference No: VCSS-2021-001

Date : June 17, 2020

To : ALL CONCERNED

From : 
Arlene C. Lacorte
OIC - Vice Chancellor-Shared Services
Director, Finance and Controllershship Department

Subject : Optional Installment Terms for Tuition and other Fees

Greetings in St. La Salle!

The De La Salle Medical and Health Sciences Institute, with its commitment to teaching and forming future medical and health science professionals, has immediately and continuously implemented home-based alternative learning modalities amidst the covid- 19 pandemic.

During the 3-month imposed community quarantine, it has been noted, however, that most of the students' accounts have not been updated for whatever reasons.

To further express commitment to its mission, the Institute will extend consideration and understanding to students, guardians or benefactors by providing an option for longer payment terms of school fees, to wit:

ACCOUNTS	EXISTING	OPTIONAL INSTALLMENT TERM
SY 19-20 2 nd Sem	to be settled before next term enrollment	at least 60% paid within June 2020; 20% before July 31, 2020; and 20% before August 31, 2020
Mid-Year Term	50% upon enrollment, balance the following month	20% per month from enrollment month
SY20-21 1 st Sem:		
Undergraduates	40% upon enrollment; 30% before prelims; 30% before midterms	20% from the date of enrollment, balance 20% monthly from first to last month of classes.
Medicine	25% upon enrollment, balance payable in 5 equal payments	25% DP, balance payable in 7 equal monthly payments

Note: The payment extensions are not subject to interest charges.



Procedures for Availing the Optional Installment Term

1. The parent/guardian/benefactor or the Maker submits the accomplished promissory note (PN) with Affidavit of Undertaking attached hereto and photocopy of any government-issued ID with picture not later than 5 working days before enrollment to fcdcashservices@dlshsi.edu.ph with subject: PN for approval by the Cash Services Head.
2. Only those experiencing financial difficulty/challenge due to pandemic (i.e. loss of job, temporary closure of business) shall be accepted as valid reason. An Affidavit of Undertaking to this effect shall form part the PN.
3. In case of default and engagement of a collection agency, the Maker agrees to reimburse DLSMHSI the fees of the collection agency which maybe based on the percentage of the accounts, and all costs and expenses that maybe incurred.

Note: In case of disapproval, the existing installment term shall apply.