



SAGE PREP SCHOOLHOUSE

Nurturing Critical and Compassionate Learners to become Future Global Leaders

Sage Prep Schoolhouse showcases strengths in the academic areas which sharpen the children's minds to be critical and creative thinkers. Furthermore, your child's development in Sage is strengthened by our emphasis on EQ development with our **HANDS-ON, MINDS-ON, HEARTS-ON** School System, with the aim to develop the **WHOLE CHILD**. Our fees are priced at a level that enables us to maintain our facilities, provide a good compensation package for our staff, and generate a return sufficient to provide capital reserves for expansion and other projects.

Enrollment Requirements

1. Requirements / Completion of Forms

- Students entering Sage Primary or Jr. High School levels from another Philippine school must have the LRN (Learner's Registration Number) issued by the Department of Education.
- Students entering Sage Primary or Jr. High School levels from a school outside the Philippines must submit the required complete previous school and other documents in the prescribed manner.
- Complete the required School Forms.

2. Assessment Prior to Admission

- All new students are required to pass the Assessment prior to admission. If the student does not pass the Assessment, he/she may be placed in a lower level.
- A non-refundable assessment fee of **PhP 1,000** is required prior to taking the assessment.

3. Reservation of Place

- Deposit a non-refundable & non-transferable Reservation Fee of **PhP 18,000**.
- This fee is converted to the one-time Registration Fee once the child begins schooling.

4. Payment of Fees

- Full payment of the required fees is essential prior to start of classes.
- All payments are child-specific, non-refundable and non-transferable.
- All fees should be settled on the due date. Non-settlement of fees 30 days past the due date shall be subject to 5% penalty assessment cumulative per month, or 5% cumulative per fraction of a month, starting from the 1st day of that particular month.
- Irrespective of whether or not a company pays the fees on behalf of the child, the school holds the parents accountable for meeting the required terms and fees.
- We regret we do not give refunds/credits for program pull-outs (before/after the start of the classes/program), short holidays or for period of illnesses.
- For tutorials, any portion of a month attended is automatically considered a full month (e.g., whole month of January).
- Refer to the School Fees Policies for guidance. It is understood that upon enrollment, the student's parents/guardians agree to these policies.

5. Student Status

- Student status may be as follows: Regular, Visiting (staying only 1 month or 2 months), or Special Needs/LSEN (students who have accommodations in goals/behavior), or those who attend special language classes, e.g., non-English speakers/readers.
- The school reserves the right to recommend and decide upon the status of the student.

6. Withdrawal from School

A notice letter addressed to the School Superintendent must be submitted at least one month before the Term ends.

7. Request for Records

Copies of academic records and reports are provided free of charge upon the first issuance/request. There will be a fee for succeeding requests. All records and documents are released only when all outstanding fees, including interest, are settled in full. Please allow five to seven (5-7) days' processing time.

INQUIRE, DISCOVER, CHALLENGE
in SAGE.

SY2023-2024 Grade 9 School Fees

A. One-Time Fees (for new Sage Students)

Registration Fee	PhP 18,000
Teachers' Development Fund (TDF)	PhP 18,000

B. School Fees

Payment Terms / Options	Amount
B1. Tuition & Miscellaneous Fees * <i>These school fees may be paid one-time, semi-annually, or in 3 payment options. These fees are broken down as follows when paid annually: * (Refer to the following page for other payment options.)</i> Tuition Fee - PhP 156,236 Miscellaneous Fees - 34,851 **	PhP 191,087
B2. Special Course Fees <i>(to be paid at the start of the schoolyear)</i> Music Fee ICT/Robotics/STEM/LMS Fee	5,207 18,800
B3. Special Capital Development Fee (SCDF) <i>(to be paid at the start of the schoolyear)</i> For new / returning student For regular student continuing from previous School Year	20,000 15,000

C. Other Fees

Assessment Fee	PhP 1,000	<i>To be paid prior to taking the assessment</i>
Special Language Class Fees (FCC/ESL/BEC – as required)	FCC– 12,000 ESL– 12,000 BEC– 15,000	<i>To be paid at the start of school for the whole school year FCC-Filipino Conversational Course, ESL-English as a Second Language, BEC-Basic English Course</i>
SSP Processing Fee	9,000	<i>Required for non-Filipino students living in the Philippines; this fee may change depending on BOI rate change</i>
Parent Rep Dues	300	<i>Per nuclear family</i>
Car Sticker <i>(must be stuck/secured to the vehicle front window)</i>	500	<i>Per vehicle</i>
Fetcher's ID	120	<i>Per fetcher/driver (excl. parent/grandparent)</i>
Student School ID	500	<i>(includes lanyard)</i>
Books & Uniforms	TBD	<i>To Be Determined - Kindly inquire at the office</i>
Tutorial Monthly Fee (only when requested)	5,500	<i>Per month – the school reserves the right to make adjustments to the monthly fee. Paid on a daily basis, the fee is P650 per session.</i>

Please secure the Supplies List from the office after enrollment for your purchase, and prepare these supplies prior to the first day of class for the student's use.



More notes for Section B1:

<p><i>* For those who opt for semi-annual payment option for Tuition & Miscellaneous Fees covered in B.1, there is a 5% fee:</i></p> <p>1st payment – PhP 100,235 due July 1 or Prior to Start of Class if starting after August</p> <p>6th month – PhP 100,235 due January 2 or at the start of the 6th month</p>	<p><i>* For those who opt for Term payment option for Tuition & Miscellaneous Fees covered in B.1, there is a 10% fee:</i></p> <p>1st payment – PhP 79,806 due July 1 or Prior to Start of Class if starting after August</p> <p>4th month – PhP 79,806 due November 2 or at the start of the 4th month</p> <p>7th month – PhP 50,404 due February 1 or at the start of the 7th month</p>	<p>** Breakdown of Miscellaneous Fees for Gr.9 in PhP:</p> <table> <tr><td>* Athletic Fee</td><td>P 1,785</td></tr> <tr><td>* Guidance Fee</td><td>1,100</td></tr> <tr><td>* Laboratory Fee</td><td>2,730</td></tr> <tr><td>* Resource Room Fee</td><td>1,500</td></tr> <tr><td>* Medical Fee</td><td>987</td></tr> <tr><td>* School Events (incl. Graduation) (excluding food/drinks/camping)</td><td>4,570</td></tr> <tr><td>* Other Misc. Fees (utilities, teaching materials, toiletries)</td><td>16,383</td></tr> <tr><td>* School Publication (including yearbook)</td><td>250</td></tr> <tr><td>* Diagnostic Fee</td><td>5,546</td></tr> <tr><td>Total</td><td>P 34,851</td></tr> </table>	* Athletic Fee	P 1,785	* Guidance Fee	1,100	* Laboratory Fee	2,730	* Resource Room Fee	1,500	* Medical Fee	987	* School Events (incl. Graduation) (excluding food/drinks/camping)	4,570	* Other Misc. Fees (utilities, teaching materials, toiletries)	16,383	* School Publication (including yearbook)	250	* Diagnostic Fee	5,546	Total	P 34,851
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SCHOOL FEES POLICIES

- For Kinder and higher levels, it is understood that a student normally enrolls for the entire school year, and all fees for the entire year are due and payable upon enrollment unless other arrangements are made upon enrollment and agreed to in writing by the parent and superintendent. Exemption to this may be applied for NEW STUDENTS on Visiting Student Status who enroll for the first time, or students who may enroll outside of the Philippine School Year.
- Fees will not be pro-rated for part of a month/term or stay period, regardless of the number of days attended. If a student attended only a portion of the particular month/term enrolled for, the payment covers that particular month/term, and any extensions beyond the month/term must be paid for.
- Any Registration and Teacher Development Fund fees are to be paid only once by NEW STUDENTS upon enrollment. These fees will not be pro-rated, regardless of the date of enrollment.
- Only tuition & miscellaneous fees covered in section B.1 of the Fees Rate Sheet may be paid by term or semester or one-time. All other fees must be paid on the date due in their entirety.
- Tuition fee is NON-REFUNDABLE and NON-TRANSFERABLE except in the following cases:
 - The parents are transferred out of the region during the school year, or
 - The student suffers an illness that requires protracted confinement and leaves the Philippines to obtain medical assistance.
 A letter of request must be submitted to the School Superintendent accompanied by documents that show the veracity of the circumstances.
- Refund requests on Tuition Fee received by the school with the written approval of the School Superintendent pursuant to item # 5 above, may be granted with the following guidelines:

At least one (1) month before start of class:	80% refund
At least two (2) weeks before start of class:	50% refund
Latest two (2) weeks from the start of class:	25% refund
Beyond two (2) weeks from the start of class:	0% refund
- Registration, Teacher Development Fund, Reservation, SCDF, and all other Miscellaneous Fees (including but not limited to Robotics, Music, Books, Uniforms, PTA Dues) are NON-REFUNDABLE and NON-TRANSFERABLE.
- The School rarely grants discounts and there are no discounts for new students. Applications for discounts for returning students will be considered only if there is proven evidence of financial need. However, under no circumstances will discounts be granted for Registration or Teacher Development Fund fees.
- Due dates for tuition or other fees paid in installments are noted on the Rate Sheets or billing statements. There is a charge for late payments: A penalty assessment (for administrative charge) of 5% per month (cumulative) will be billed on fees not paid within 30 days from due date.
- Students who have ACCOUNTS IN ARREARS at the end of the Term and/or School Year will not be issued their report cards and may not be RE-ADMITTED the following Term and/or School Year. Requests for transfers may be attended to upon settlement of the account.
- Any bank fees incurred for payments transacted via account deposit, wire transfer, bank remittance, telegraphic transfer, among others, shall be charged to the account of the student.
- Returned check payments shall be charged a Handling Fee of Five Hundred Pesos (PhP 500.00) for every returned check.
- Reservation Fee is placed to secure a slot in the limited student capacity of the classes in the specific school year. This fee is non-transferable and non-refundable, but it is credited to the first tuition payment. If a student subsequently withdraws from school before the tuition fee is paid, the reservation fee is forfeited.
- Enrollment in the school will signify agreement by the parents/guardians to these School Fees Policies.

I have read and understood the School Fees Policies. My Enrollment will signify agreement to the school policies, and the date of enrollment will serve as the date of agreement.

Signed: _____ Date: _____
Name and Signature