

APPLICATION FORM AND WAIVER FOR YGC PROMOTIONAL DISCOUNT

APPLICANT'S INFORMATION AND WAIVER FOR YGC PROMOTIONAL DISCOUNT

EMPLOYEE NAME			
Surname	First Name	Middle Name	
COMPANY NAME/BRANCH		POSITION	
STUDENT NAME			
Surname	First Name	Middle Name	
STUDENT NUMBER	PROGRAM/YEAR OF STUDY	TERM & SY APPLIED FOR	DATE OF APPLICATION

PLEASE SUBMIT THIS FORM TOGETHER WITH THE FOLLOWING REQUIREMENTS:

1. Legitimate child should pass the Malayan Colleges Laguna Entrance Examination (MCLEE);
2. Employee should accomplish this application form/waiver;
3. Submit the accomplished application form/waiver together with the certification from the HRD Head that the applicant is a permanent employee of good standing with the company;
4. For new students, accomplished application form should be submitted together with the following:
 - a. Original NSO copy of birth certificate of the student
 - b. Original NSO copy of marriage certificate of YGC employee.

TERMS AND CONDITIONS

- Twenty Five percent (25%) tuition and laboratory fee discount (excluding miscellaneous, penalty charges, etc.) is applicable to incoming freshmen beginning academic year 2009-2010 and senior high school beginning academic year 2016-2017.
- The YGC Promotional Discount is valid only based on the total prescribed number of units for the Curriculum of the Program into which the student was originally accepted. The student shall no longer be given discount for units taken in excess of the prescribed number of units for the original program enrolled, even if he should later shift to another program.
- Dropping of course/s shall be considered as units taken by the student hence shall be added in the total number of units enrolled by the student even if he should not complete the same.
- It is hereby understood that the YGC Promotional Discount extended to YGC member companies is a marketing initiative to boost the freshmen and senior high school admissions campaign of Malayan Colleges Laguna. As such, it may be discontinued at anytime without need of further notice.
- The discount will likewise not apply if the person applying for the discount is the subject of a disciplinary action, has resigned or otherwise ceased to be officially connected with the company covered by the tuition fee discount program.
- Availment by the employee if the promotional discount cannot be taken in conjunction with any other scholarship program offered by Malayan Colleges Laguna.

WAIVER

I/We _____ certify to the correctness and accuracy of all information and documents that I gave in connection with this Application. I understand that, should any of these be later on discovered to be false or fraudulent, I shall be liable to refund any discount given to me/my child or ward by virtue of this Application, without prejudice to any administrative sanction/s that Malayan Colleges Laguna may impose on me and/or my sibling/child or ward pursuant to the Student Handbook/Catalogue. We also allow Malayan Colleges Laguna to use the above information for legitimate purposes specifically for evaluation of eligibility for YGC Promotional Discount and allow the processing of the information by authorized personnel in accordance with the Data Privacy Policy of the College.

I/We have also read the terms and conditions of the program, and understand that the discount is an incentive given to families covered by the program and may be discontinued anytime without need of prior notice.

Signature over Printed Name of YGC Employee

IMPORTANT: This form/waiver should be fully accomplished and submitted to the Human Resource Management Office (HRMO) of Malayan Colleges Laguna at least two (2) weeks prior to enrollment for the term applied for. Failure to do so would mean disapproval of the application for the YGC Promotional Discount.

NOTE: For those who have less than 20 allowable units for the YGC discount program, please proceed to the Treasury Department for final assessment of fees after 3 weeks from the start of classes.

HRMO CERTIFICATION

This is to certify that _____ is a permanent employee of good standing of _____

Total No. of Units of the Enrolled Program: _____ Total No. of Units Taken: _____ Total No. of Remaining Units: _____

Current Enrolled Program: _____ First Program Enrolled: _____

Verified by:

HRD Head/Manager

Endorsed by:

HRMO Manager