

## CANCELLATION OF ENROLMENT

Any student who wishes to discontinue his studies during the term must notify the **Office of the College Registrar** in writing not later than the 10<sup>th</sup> week of the term. The cancellation shall take effect only upon receipt of his application for cancellation by the College Registrar. A student who filed for cancellation of enrollment within two (2) weeks from the beginning of classes is eligible for refund in accordance with Section 100 of the 2008 Manual of Regulations for Private Schools (MORPHE) that states:

*“Unless otherwise provided by the institutional policies, rules and regulations, a student who transfer or withdraws, in writing, within two (2) weeks after the beginning of the classes, and who has already paid the pertinent tuition and other school fees in full or for any length longer than one month, may be charged twenty-five percent (25%) of the total amount due for the school term if he withdraws within the first week of classes, or fifty percent (50%) if within the second week of classes, regardless of whether or not he has actually attended classes. The student may be charged for all the school fees in full if he withdraws anytime after the second week of classes”*

Non-compliance with two-week cancellation period shall result in the forfeiture of the student’s right to any refund of fees paid by him.

A student of **MCL** shall not be allowed to cancel his enrollment without the written consent of his parents or guardian. Together with the **APPLICATION FOR CANCELLATION OF ENROLLMENT (MCL OCR-004A)**, the following documents must be submitted to the Office of the Registrar on or before deadline set by the Office of the College Registrar:

1. A certificate of matriculation (CM)
2. A letter from parents or guardian
3. A medical certificate (if cancellation is due to illness)
4. A clearance from the Office of the Treasurer

A student who wishes to return in the following term after his cancellation of enrollment need not apply for reactivation.

I hereby acknowledge that my Application for Cancellation of Enrolment is not final until it is approved by the Executive Vice President.

I will continue attending my classes until I am notified that my application for cancellation for this term has been approved.

I fully understand and agree to the above conditions.

### CONFORME

\_\_\_\_\_  
STUDENT’S SIGNATURE

\_\_\_\_\_  
PARENT’S/GUARDIAN’S SIGNATURE

\_\_\_\_\_  
DATE

## APPLICATION FOR CANCELLATION OF ENROLMENT

NAME  DATE   
SURNAME GIVEN NAME MIDDLE INITIAL

STUDENT NO.  PROGRAM / YEAR

I, hereby, apply for the cancellation of my enrollment for TERM \_\_\_\_\_ of school year \_\_\_\_\_ because of the following reasons.

I understand further that the policy on **CANCELLATION OF ENROLLMENT** of Malayan Colleges Laguna shall be applied to my case.

### NOTED BY

\_\_\_\_\_  
STUDENT’S SIGNATURE

\_\_\_\_\_  
PARENT’S/GUARDIAN’S SIGNATURE

### RECOMMENDATIONS

#### RECOMMENDING APPROVAL

\_\_\_\_\_  
THE COLLEGE REGISTRAR DATE

#### RECOMMENDING APPROVAL

\_\_\_\_\_  
THE V.P. FOR ACADEMIC AFFAIRS DATE

### ANNOTATION

BACK ACCOUNT \_\_\_\_\_  
CANCELLATION FEE \_\_\_\_\_

\_\_\_\_\_  
PROCESSED BY / DATE ENCODED BY / DATE

### APPROVAL

#### APPROVED

\_\_\_\_\_  
THE EXECUTIVE VICE PRESIDENT & COO DATE