

**LYCEUM OF THE PHILIPPINES UNIVERSITY CAVITE
INTERNATIONAL SCHOOL**

**UNDERTAKING FOR SENIOR HIGH SCHOOL STUDENTS
WHO WILL ENROLL ADDITIONAL SUBJECTS
DURING THE REGULAR SEMESTER**

1. I acknowledge and understand that LPU Cavite reserves the right to approve or disapprove requests of students to enroll additional subjects during the regular semester.
2. I am informed that only the following Senior High School students may be allowed to enroll additional subjects during the regular semester subject to the endorsement of the Headmaster on a case to case basis:
 - a. students who obtained failing grade in one or more subjects and who received a failing recomputed final grade/s in the said subject/s
 - b. students who obtained a failing grade in one or more subjects and who failed to take the remedial examination/s for the said subject/s
 - c. students who changed their track, strand or group of specializations
 - d. transferees from another school
3. I am aware that a student may only enroll two (2) subjects in addition to the prescribed number of subjects in the curriculum for the track/strand that he/she is enrolled in for that semester, subject to the availability of subjects/schedules and other considerations.
4. I am informed that enrollment of additional subjects shall only be accommodated until the fifth school day from the official start of classes of the school year.
5. I am aware that enrollment of additional subjects shall be on a semestral basis, i.e. a student may enroll additional subjects for a particular semester at the beginning of the semester concerned.
6. I am informed that students who change their track, strand or group of specializations and/or those who transferred from other schools may NOT take advance subjects.
7. I am aware that enrolling of a pre-requisite subject and its corresponding higher-level subject in the regular semester as co-requisites shall NOT be allowed.
8. I acknowledge and understand that the payment will be charged on a per subject basis and will be collected in addition to the set tuition and other fees for the school year. The said payment is non-refundable and non-transferrable.
9. I acknowledge and understand that this concession to allow Senior High School students to enroll additional subjects during the regular semester is NOT, in any way, a guarantee that the student will complete the Senior High School program in two years, as expected.
10. I acknowledge and understand that LPU Cavite has NO obligation to offer additional subjects/classes to cater to students with back subjects that were not taken during summer classes.
11. I acknowledge and understand LPU Cavite or any of its units, officials or faculty members shall NOT be responsible for any consequences of enrolling additional subjects to the regular load as set by the curriculum.
12. I am fully informed of the following procedure in applying for enrolment of additional subjects:
 - a. The student completes the enrolment process for the prescribed subjects for the school year. The higher level subjects shall not be included if the student was not able to pass the pre-requisite subject/s.
 - b. The student submits a letter of request to the Headmaster's office.

- i. The letter must include the subjects to be added and the reason for adding the said subject.
- ii. The student and the parent/guardian must sign the letter.
- iii. A photocopy of any valid ID of the same parent/guardian must be attached to the letter of request.
- iv. The letter must be either typewritten (using a computer application) or legibly handwritten on a sheet of short bond paper.
- c. The student submits an accomplished undertaking form together with the letter of request to the Headmaster's office.
- d. The Headmaster endorses the request to the Student Records Management Department (SRMD).
- e. The student secures and accomplishes the form from the SRMD.
- f. The student completes the procedure including the payment at the Cashier's Office. The payment must be made within the prescribed period (i.e. until the fifth day from the official start of classes of the school year).

We have read and understood the above-listed provisions based on the approved guidelines concerning enrolling of additional subjects during the regular semester by Senior High School students. By affixing our signatures below, we willfully express our complete agreement to the provisions listed in this undertaking.

Conforme:

Name of Applicant : _____
 Signature of Applicant : _____
 Contact Number/s : _____
 Date : _____

Name of Parent/Guardian : _____
 Signature of Parent/Guardian : _____
 Relation to Student : _____
 Contact Number/s : _____
 Date : _____

Endorsed:

Mhar Angelo A. Bayot
 Headmaster

Date : _____