



I. Admission Policies

ZCHHS is an academic preparatory school, thus, it is necessary that pupils/students who seek admission to benefit from its educational program must have the prerequisite background. Proof of their academic competence is passing the school's entrance test. Subsequent enrollment of qualified pupils/students at ZCHHS means that they adhere to all the school's policies, rules, and regulations.



A. Requirements for Pre-School Enrollees:



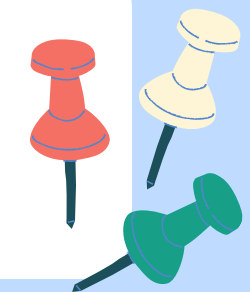
1. Age Qualification for Pre-School Enrollee

Toddler : 2.5 years old by August 31 of the current school year
Nursery : 3 years old by August 31 of the current school year
Kinder I : 4 years old by August 31 of the current school year
Kinder II : 5 years old by August 31 of the current school year

2. Original Report Card (if students have attended school before)

3. Satisfactory Performance in Admission Tests

4. Satisfactory personal interview of pupil-applicant and parents.



5. Present the following credentials upon application.

- Fully accomplished Application form
- Original copy of the Birth Certificate (PSA)
- Original copy of the Certification of Naturalization
- 6 copies of 1 × 1 and 1 copy of 2 × 2 colored picture taken recently



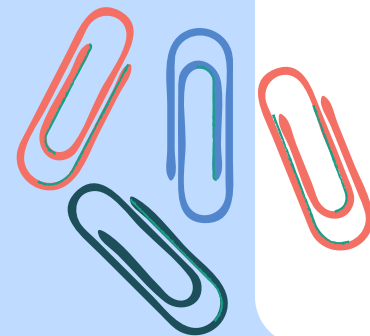
C. Additional requirements for Foreign/Alien applicants:

1. All interested applicants must personally apply during the announced period of application.



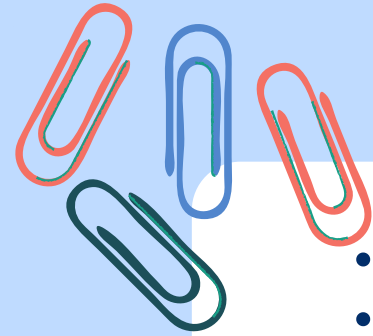
2. She/he must present the following credentials upon application:

- Photocopy of Student's Report Card (Form 138) or its equivalent
- with LRN properly signed for transfer by the previously attended school
- Certificate of Good Moral Character
- No failing grade in any subjects
- Original copy of Birth Certificate (PSA)
- 6 copies of 1 × 1 and 1 copy of 2 × 2 colored pictures
- Health certificate (physical, chest X-ray, chicken pox, booster and measles)





C. Additional requirements for Foreign/Alien applicants:



- Passport copy
- ACR I-Card copy
- Special Student Permit (SSP)
- Residency papers of the student
- Working visa or Residency papers of the parents
- Placement Evaluation of DepEd
- Report Card with English Translation
- Transcript of Records with English Translation

1. The applicant must satisfy the following requirements before he/she be allowed to take the Admission Tests:

- Conduct/deportment grade of B and above
- Not more than three years older than the average age of pupils/students for the particular year level
- Passes the initial interview of the Guidance officer

2. Having passed the initial screening, the Guidance officer will then schedule the Admission Tests for the applicant. The applicant must obtain a satisfactory mark in the Admission Tests before he/she can be admitted for enrollment.

3. The results of the admission test shall be posted in the bulletin boards of ZCHHS according to the schedule announced by the proctors during the test.

4. Qualified Applicants whose names appear in the list are to submit the following credentials: original copy of student's report card (Form 138) properly signed for transfer by school previously attended. Failure to comply within the given deadline will result in automatic forfeiture of the right to enroll.

5. Student/Pupil in the wait-listed status may be allowed to enroll during the school year upon the approval of the principal.

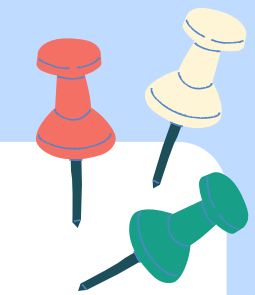


D. Admission Requirements for Old Students



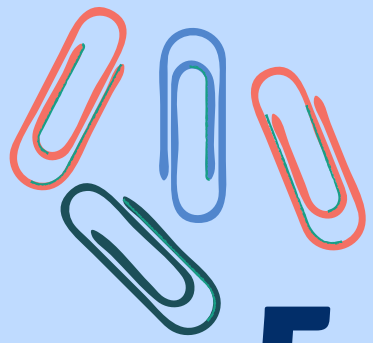
1. Original Students Report Card (Form 138) of both English and Chinese from last school year attended

2. Signing of agreement or waiver by parent/guardian and student for delinquent students before admission

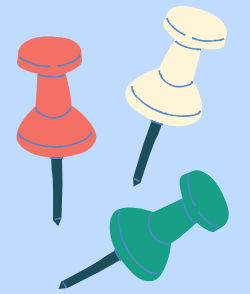


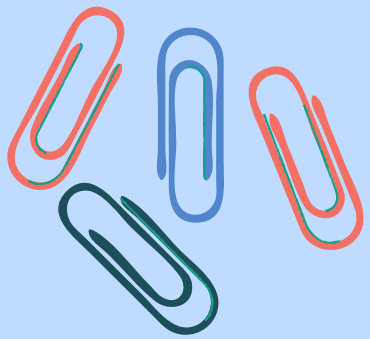
3. Health certification

4. No returning student may be accepted by the school unless the student has been granted an official leave of absence.

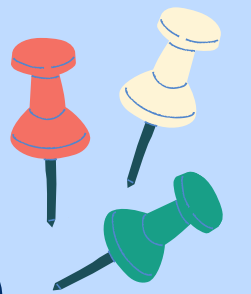


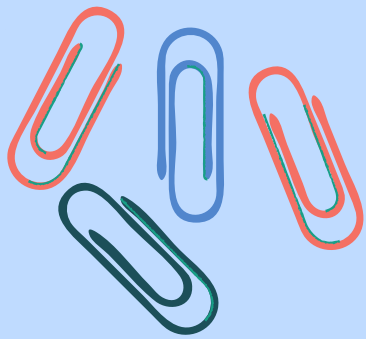
E. At the end of every school year an announcement for enrollment schedules for the following school year is attached with the Chinese Report Card.





F. A student/pupil must be officially enrolled before he/she will be admitted to class. He/She must present to the class adviser in both English and Chinese an Admission Slip that is subject for counter verification with the master list.

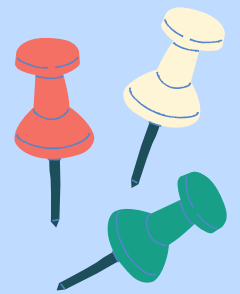




G. Refund Fees

When a pupil/student registers in a school, it is understood that he enrolls for the entire school year for elementary courses. A pupil/student who transfers or otherwise withdraws in writing within two weeks after the beginning of classes, and who has already paid the pertinent tuition and other school fees in full or any length longer than one month, may be charged the following:

- Ten percent (10%) of the total amount due for the term if he withdraws within the first week of classes
- Twenty percent (20%) if within the second week of classes, regardless of whether he/she has actually attended classes.
- After the third week, no refund will be given.



However, if transfer or withdrawal is due to a justifiable reason, pertinent fees will be charged only up to and including the last month of attendance. (Reference: Manual of Regulations for Private Schools, Section VII, No. 137, S. 1970, 7th edition.)