



MONTESSORI DE SAGRADA FAMILIA

The Learning Hub for Creativity and Innovation

SCHOOL'S POLICY ON PAYMENT OF TUITION FEE

Tuition and other school fees may be paid via the school cashier located in the high school campus. [Other payment options](#) are also available. Parents may view their child's statement of accounts via the MDSF Parent Portal www.mdsfonline.com.

For parents who have opted to pay in installment basis, outstanding Statement of Account will be uploaded in our parent portal on or before every **5th** of the month.

First notification shall be made via email, text or call. Five days are given to be settled after the due date. After five days and no payment has been made, a **second notification** will be given. After five days and no payment is made, it will result to non-access of grades via parent portal. After five days, a **third notification** shall be given. Failure to settle will result to **non- access of grades and non-access to the content of LMS**. When a child has no access to the content of the LMS, he or she may still be able to attend his daily virtual meetings and consult with his/her teachers in the afternoon.

The School Cashier will utilize the email address registered by the parent on the parent portal for Statement of Account Notice. It is the parents' responsibility to ensure that the email they provided is active and that they have access to it. Furthermore, it is the parent's obligation to pay its school fees on due date without notification from the School Cashier. Failure to comply will result in non-access to grades or non-access to the content of the LMS.

CASHIER SCHEDULE AND CONTACT NUMBER

Cashier operating times are from Monday to Saturday, 8:00 AM to 5:00 PM

Contact Number (044) 766-7730 or 0998-975-1886

Other references

School Policy on Student Withdrawal, Contingency Fees and Refund of School Fees

[School Policy on Student Withdrawal](#)