



MONTESSORI DE SAGRADA FAMILIA

The Learning Hub for Creativity and Innovation

SCHOOL POLICY ON PAYMENT OF TUITION AND OTHER SCHOOL FEES

Tuition and other school fees may be paid through the School Cashier located at the High School Campus.

Parents may view their child's Statement of Account through the MDSF Parent Portal:
<https://portal.mdsf.edu.ph/parentDashboard>

For parents who have opted to pay on an **installment basis**, the updated **Statement of Account** shall be uploaded to the Parent Portal on or before every 5th day of the month.

The **first payment notification** shall be sent via **text message**. Parents shall be given five (5) days after the due date to settle the outstanding balance. If payment remains unsettled after five (5) days, a **second notification** shall be sent.

Failure to settle the account after the second notification may result in the **student's clearance being placed on hold** due to non-settlement of financial obligations. Non-clearance from the Finance Department may result in non-access to grades during the Parent-Teacher Conference and through the Parent Portal.

If the account remains unsettled, a third notification shall be issued. Failure to settle within the prescribed period shall result in non-clearance from the Finance Department. Consequently, the student's clearance shall remain on hold, and access to grades and Google Workspace content shall be restricted.

The School Cashier shall use the cellphone number and/or email address registered by the parent in the Parent Portal during enrollment for sending Statement of Account notices. It is the parent's responsibility to ensure that the registered contact details are updated, active, and accessible. Furthermore, it is the parent's obligation to settle school fees on or before the due date, even without prior notification from the School Cashier. Failure to comply may result in the student's clearance being placed on hold by the Finance Department.

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

By enrolling my child at Montessori De Sagrada Familia, Inc., I agree to abide by and be bound by all school rules and regulations. I further confirm that I have read and fully understood the stated School Policies.

Signature of parent or guardian over printed name

Date

PAYMENT THROUGH ACCREDITED BANKS

BDO
Bank Account No: 0025-2802-1648
Bank Account Name: Montessori De Sagrada Familia, Inc.
Branch: Baliwag Branch

BPI
Bank Account No: 0721-0169-19
Bank Account Name: MDSF
Branch: Baliuag Branch

Please send an email of the deposit slip to finance@mdsf.edu.ph and indicate in your email (for over the counter bank payments) or the remarks section (for online banking) the following information for us to properly account and apply your payment to its respective student ledger.

FOR CHECK PAYMENTS
All checks must be made payable to **MDSF**
Checks payable to **CASH** are strictly **discouraged**.

Kindly write at the back of the check the following details
1) Student Last Name, Given Names
2) Active cellphone number of the parent/legal guardian