## Letter of Guarantee for Tuition and School Fee Payments

This Letter of Guarantee certifies that the sponsoring organization is responsible for the student's school fees. It is needed in order to secure a space for the candidate prior to their enrollment. An authorized representative of the sponsoring organization should fill in all the information below, print on official letterhead, and submit along with the application.

То:	The Finance Office International School Manila			
	I,, of legal age and a		citizen, as	
the dul	y authorized officer/representative of			
		(Name of SPONSOR)		
with of	fice address at		, Philippines	
as its _	, hereby depos	se and state:		
	(Job Title)			
1.	The SPONSOR financially supports t	he education of		
		(Name of S	STUDENT)	
enrolled a	as a/anGrade student	during the School Year (SY) 20 2	20 at the	
	(Grade Level)			
Internatio	onal School Manila (ISM).			
2.	2. The Student is the child of who is current			
employed	d with the SPONSOR.	,		
3.	Please complete other sponsorship	o details:		
SPONSO	R's Company Name as you would like it to appear on O	official Receipts/Letters to Company		
Complete	e Mailing Address:			
Name of 0	Contact Person Email	Telephone		

- 4. The SPONSOR fully understands and consents that ALL FEES must be settled in order for the STUDENT to commence classes at ISM.
- 5. The SPONSOR fully understands and consents that a one percent (1%) surcharge per month is due on all school fees which remain outstanding after the due date stated in the ISM School Fees and Payment Schedules for SY 20\_\_ to 20\_\_.
- 6. The SPONSOR holds ISM free and harmless for liability against any amount or cost that may be due to it by reason of the conclusion or cessation of the employment of or its relation with the PARENT/S for any reason whatsoever at any time during the school year which it sponsored.

7. The SPONSOR undertakes to pay the following tuition and school fees of the STUDENT:

fees your organization will SPONSOR:
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) Application Fee USD \$600 <sup>1</sup> Must be paid as soon as an Application is lodged.							
2) Facilities and Enhancement Fee (FEF) USD \$45001	Yes 🗌	Percentage	_ No 🗆				
3) Matriculation Fee USD \$4500 <sup>1</sup>	Yes 🗌	Percentage	_ No 🗆				
The FEF and Matriculation Fee must be paid in cash or by bank transfer immediately upon Acceptance of the student by the school.							
4) Tuition Fee	Yes 🗌	Percentage	_ No 🗆				
5) Program Fees if applicable:							
English as an Additional Language (EAL)							
YEAR 1	Yes 🗌	Percentage	_ No 🗌				
YEAR 2	Yes 🗌	Percentage	_ No 🗆				
Learning Support (LS)							
LEVEL 1	Yes	Percentage	_ No 🗌				
LEVEL 2	Yes	Percentage	_ No 🗌				
LEVEL 3	Yes	Percentage	_ No 🗌				
Specialized Learning Support Program	Yes	Percentage	_ No 🗌				
Speech & Language Services	Yes	Percentage	_ No 🗌				
6) Other Fees if applicable:	_						
Educational Assistant Fee	Yes 📙	Percentage	_ No 🔲				
Full Psychological Educational Evaluation Fe	ee Yes 🗌	Percentage	No 🗌				
Psychological Educational Re-Evaluation Fe	e Yes 🗌	Percentage	_ No 🗌				
IN WITNESS whereof, I attest that the foregoing information supplied is true and correct; and that, on behalf of the SPONSOR, I fully understand and consent to the conditions stated in this Letter of Guarantee.							
I hereby affix my signature hereunder upon my free act and deed this day of							
* Two signatories required							
Signature of Representative of SPONSOR		Signature of Authorized Officer of SPONSOR					
Printed Name of Representative of SPONSOR (i.e., HR / Finance Director)		Printed Name of Authorized Officer of SPONSOR (i.e., CEO / GM)					
Date		Date					

<sup>&</sup>lt;sup>1</sup> Subject to change following any approved yearly increase in tuition and other school fees.