

**ACKNOWLEDGMENT LETTER (Undergraduate Courses)**

**DATE:** \_\_\_\_\_

**FOR:** **The Registrar – Admissions, Scholarships and Testing Section  
De La Salle Medical and Health Sciences Institute  
City of Dasmariñas, Cavite, Philippines**

Greetings!

This is to inform your good office that we are duly informed and are submitting to the Admission Policies for Undergraduate Applicants of De La Salle Medical and Health Sciences Institute The Registrar – Admissions, Scholarships and Testing Section. To wit:

1. The **Php 10,000.00** Reservation Fee is non-refundable and non-transferable should my son/daughter decide to discontinue/withdraw his/her application. However, the aforementioned amount shall be deducted from his/her total tuition fees should he/she continue with his/her application and should he/she enroll during the regular period.
2. The Reservation Fee shall be forfeited should my son/daughter decide not to enroll during the regular enrollment period scheduled by the institution.
3. I am fully aware that my son/daughter should take and meet the cut-off score for Test of English for International Communication (TOEIC) set by the Speech and Language Pathology Department of the College of Rehabilitation Sciences. (for BSSLP applicants). I also allow my son/daughter to retake the said exam in case my son/daughter fails to meet the cut-off score during his/her first attempt and ensure that he/she gets the required score before his/her 2<sup>nd</sup> year enrollment.
4. The medical examination is a major requirement in admission to De La Salle Medical and Health Sciences Institute and the medical examination fee is non-refundable should my son/daughter decide not to continue with his/her application.
5. As a Parent / Guardian of the applicant, I am giving my consent to the Student Wellness and Guidance Services Department (SWGSD) / The Student Affairs (TSA) to provide a copy of psychological test result of my son / daughter to the aforementioned parties for the purpose of helping my son / daughter holistically as the need arises.
6. In the event that the minimum required number of students per class is not met, we are willing to file for possible petition/tutorial class for the subjects required of our programs with the payment of the corresponding fees officially computed by the Finance and Controllership Department of the Institute.
7. The requirements for admissions should be completed and submitted on or before the enrollment schedule and issuance of the enrollment permit and registration form.

**GENERAL REQUIREMENTS FOR ENROLLMENT**

**For incoming Undergraduate - applicants from DLSMHSI**

1. Photocopy of Birth Certificate
2. Photocopy of High School Diploma or Certificate of Graduation

**For incoming Undergraduate - applicants from other school**

1. Photocopy of Birth Certificate
2. Original Form 138 (4th year High School Report Card)
3. Photocopy of High School Diploma or Certificate of Graduation

***(Note: original copies of all documents must be presented to The Registrar – Admissions, Scholarships and Testing Section)***

Sincerely,

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF PARENT/GUARDIAN

\_\_\_\_\_  
DATE

*Conforme:*

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF APPLICANT

\_\_\_\_\_  
DATE

cc: The Registrar, File