



## Filipino Institute Enrollment Form

### I. Personal Information

1. Full Name: \_\_\_\_\_
2. Date of Birth: \_\_\_\_\_
3. Nationality: \_\_\_\_\_
4. Gender:  Male  Female  Other
5. Contact Number: \_\_\_\_\_
6. Email Address: \_\_\_\_\_
7. Address: \_\_\_\_\_

### II. Course and Track Selection

1. Preferred Course: \_\_\_\_\_
2. Learning Track: (Choose one)
  - Self Paced Track  Accelerated Track
  - VIP Track  Normal Track
  - Fast Track

### III. Payment Details

1. Payment Plan:
  - Full Payment  Installment Plan
2. Preferred Payment Method:
  - Cash  Credit Card  Bank Transfer  Other: \_\_\_\_\_

### IV. Documents Required

1. Identification Document (ID/Passport):  Submitted
2. Previous Educational Certificates:  Submitted
3. Passport-sized Photograph:  Submitted

### V. Learning Methods

1. Preferred Learning Location:
  - Dubai  Sharjah  Abu Dhabi  Al Ain
  - Mansoura  New Salata  Bahrain  Oman
  - Philippines  Online (via Zoom)



2. Do you require any special accommodations?  Yes  No

If yes, please specify: \_\_\_\_\_

3. How did you hear about us?

Website       Social Media       Friend/Family       Advertisement

Other: \_\_\_\_\_

## VI. Terms and Conditions

1. Installment Plans and Refund Policy:

- Installment Plans: All tracks offer installment payment options to make your education more affordable.
- Refund Policy: Refunds are applicable before the start of classes. Please note that no refunds will be provided once classes have started or modules have been given.

2. Additional Expenses:

- Books: The cost of textbooks required for the course is not included in the tuition fee.
- Uniforms: Some courses may require specific uniforms, which are not included in the tuition fee.
- Graduation Fee: A graduation fee may apply for students participating in graduation ceremonies.
- Medical Kits: Certain courses may require students to purchase medical kits separately.
- On-the-Job Training (OJT): Depending on the course and availability of partner companies, some OJT placements may have associated fees, while others are provided free of charge.

3. Certificate Issuance and Attestation:

- Certificates will be issued upon graduation.
- Additional Certificates: Additional copies of certificates are available for a separate cost.
- Attestation Process: Attestation in MOFA (Ministry of Foreign Affairs) and Apostille usually takes 1-2 months. However, please note that the timeline may vary as these processes are applied in government offices, and we have no control over how fast they attest it. Additional attestation costs are separate.
- Reprinting Certificates: Reprinting certificates incurs a separate cost.
- Delivery Cost: Delivery cost of certificates is not included in the tuition fee.
- Transcripts of Records: Additional cost applies for obtaining official transcripts of records.

4. Visa Application and Career Advancement:

- Visa Application: Our certificates can be used for visa applications, demonstrating your qualifications and skills to immigration authorities.
- Job Promotions: A certificate from Filipino Institute can boost your career prospects and enhance your chances of promotion, especially if they are stamped by the Ministry of Foreign Affairs or Apostilles.



5. Certified Professional Certification Exams:

- Upon completing the professional diploma, students are qualified to take certified professional certification exams.
- Certified Professional Certificates: Once passed, students will receive certified professional certificates to demonstrate their knowledge and skills in their respective fields.

6. Privacy Policy:

- Your personal information will be kept confidential and will not be used for any purpose other than for enrollment and communication related to your course at Filipino Institute.

7. Intellectual Property:

- Any modules or materials provided by Filipino Institute are for personal use only and cannot be distributed, reproduced, or used for any other purpose without prior written permission from the institute.

### Declaration

I hereby declare that the information provided is accurate to the best of my knowledge. I understand the terms and conditions of enrollment, including the refund policy and additional expenses as stated in the Comprehensive Guide for Prospective Students at Filipino Institute. I also agree to the privacy policy and acknowledge that any modules or materials received from the school cannot be used in any other way.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### Office Use Only

1. Application Received By: \_\_\_\_\_

2. Date Received: \_\_\_\_\_

3. Enrollment Status:  Accepted  Pending  Rejected

4. Comments: \_\_\_\_\_

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Thank you for choosing Filipino Institute. We look forward to supporting you on your educational journey! For any inquiries, please contact us at the numbers provided in the Comprehensive Guide.