

De La Salle – College of Saint Benilde  
School of Deaf Education and Applied Studies  
Filipino Sign Language Learning Program

## Registration Information

Please read the following information on **REGISTRATION POLICIES & FEES**, **REQUIREMENTS**, and **SCHEDULE** carefully. Before signing up, please make sure that you have the time and commitment to fulfill the requirements of the class.

For any questions, you may email [johnxandre.baliza@benilde.edu.ph](mailto:johnxandre.baliza@benilde.edu.ph) or call (02)5267441 loc. 131/210 during office hours.

### Registration Schedule

**May 20 – June 7, 2013**

### **Registration Procedure:**

- (1) Get and fill up a Registration and ID Payment Form from the SDEAS-FSLLP office (B- 104) or FSLLP Booth (Square Greenway), during the registration period (Mon-Fri from 10 am – 5 pm; Sat from 10 am – 12 nn).
- (2) Pay the full amount of PhP 2, 400 (class fee) + PhP 535 (ID fee for new students without CSB/DLSU ID) at the CSB Finance Department (Window 2). Deadline for payment is on June 7, 2012 (Friday) at 5pm.
- (3) Present the Official Receipt to any of the FSLLP personnel (Mr. John Baliza or Ms. Anabelle Salazar). You will then be given a Student Enlistment Form which you have to fill up and submit.

**Note:** In order to efficiently facilitate the enrollment process, enrollees will only be allowed to change schedule prior the start of classes. No changes shall be made once classes begin.

### **Filipino Sign Language (FSL) Orientation will be on June 8, 2013 (Saturday)**

Orientation for new students will be on June 8, 2013 (Saturday), 9:00 AM – 12:00 NN at Auditorium, 5floor Duerr Building (Temporary)

Attendance in the FSL Orientation and Deaf World Activity are pre-requisites to completing the course. Your certificate of attendance will not be issued unless you complete these requirements.

**For your strict compliance:** Please submit your Official Receipt, one copy of 1x1 ID picture, and your Student Enlistment Form on or before the FSL Orientation.

Classes will start during the week of  
June 10, 2013

### Reminders on the Registration Fee

- Registration fee for Level 1 students is PhP 2,400. For Levels 2 and 3, the fee is PhP 2,200.00. In addition, there is a one-time ID fee of PhP 535 for new students without a CSB or DLSU ID.
- All fees must be paid in full before classes start.
- In cases of withdrawal from classes, requests for deferment of classes should be made official through a letter addressed to the program coordinator and submitted not later than the first week of the start of classes.
- All fees are **non-transferable** and **non-refundable**.

## CLASS SCHEDULE

Students are requested to sign up in any one (1) of the following schedule:

<b>FSL Levels 1 and 2</b>
Wednesdays and Fridays – 1:00 pm – 2:30 pm Tuesdays and Thursdays – 6:00 pm -7:30pm Friday – 5:00pm – 8:00 pm Saturdays 9:00 am – 12:00 nn Saturdays 1:00 pm – 4:00 pm
<b>FSL Level 3</b>
Tuesdays and Thursdays - 6:00 pm -7:30 pm Saturdays 9:00 am – 12:00 nn Saturdays 1:00 pm – 4:00 pm

**Note:** In cases when a particular schedule will not meet the minimum number of students, please make sure to have a second option for your class schedule.

\* For information on subsidy application (for CSB Personnel only), please refer to the next page

# Application for Subsidy for DLS-CSB Faculty/ASP

## Subsidy of Fees

Length of Service	Full-Time and Part-time Faculty/ Academic Service Personnel
1 Term – 6 Terms	30%
7 Terms – 9 Terms	60%
10 Terms or more	100%

### Requirements for availment of subsidy:

- (1) Submission of CLCIR Subsidy Form duly noted by the Dean/Director/Head of your School/Center/Department to the CLCIR Director.
- (2) CLCIR Director will then approve the application and determine the amount of subsidized fee.
- (3) Once application for subsidy is approved, submit a copy of the CLCIR Subsidy Form to the SDEAS-FSLLP office.
- (4) Pay to the Finance Department the balance amount (if any) and submit a copy of the Official Receipt to SDEAS-FSLLP.

# Application for Subsidy for DLS-CSB Personnel

### Requirements for availment of subsidy:

- (1) Submission of subsidy application form duly noted by the Dean/Director/Head of your School/Center/Department to the HR Director.
- (2) HR Director will then approve the application and determine the amount of subsidized fee.
- (3) Once application for subsidy is approved, submit a copy of the form to the SDEAS-FSLLP office.
- (4) Pay to the Finance Department the balance amount (if any) and submit a copy of the Official Receipt to SDEAS-FSLLP.