### **ENROLLMENT CONTRACT**

**Aleanza Institute One Inc.**Unit 201 Autometics Center, 2257 Chino Roces Avenue Extension, Makati City, Philippines

This Enrollment Contract ("Contract") is entered into on this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_**, 20**, by and between **Aleanza Institute One Inc.** (the "Institute"), a corporation duly registered under Philippine laws with principal office located at Unit 201 Autometics Center, 2257 Chino Roces Avenue Extension, Makati City, Philippines, and the undersigned student (the "Student").

### **1. Commitment to Value and Quality**

The Institute is committed to providing top-value, quality education and hands-on training where necessary. Aleanza aims to offer students the best possible value for their investment by ensuring high-quality instruction, relevant skills, and a practical learning experience.

### **2. Course Adjustments**

The Institute reserves the right to modify or adjust course content, schedules, and structure at any time as deemed necessary to align with industry trends and requirements. The Student agrees to such adjustments, acknowledging that these are made to ensure the continued relevance and quality of the program.

### **3. Internship Requirement**

The Student acknowledges that completing an internship is required to receive a **Diploma**. Students who opt out of the internship program will only be eligible for a **Certificate of Completion**. By signing this Contract, the Student agrees to fulfill all internship requirements or accept the certificate as an alternative.

### **4. Refund Policy**

The Institute provides refunds subject to the following conditions:

* If the Student withdraws from the program before 50% of the course duration is completed, a prorated refund will be granted based on the number of classes attended.
* Once the Student has completed 50% of the program, **100% of the tuition and other fees paid become non-refundable**.
* In the event of an approved refund, the Institute will process the refund based on a payment plan, which will be outlined at the time of refund processing.

### **5. Indemnity**

The Student agrees to indemnify and hold harmless Aleanza Institute One Inc., its officers, employees, and affiliates from any and all liabilities arising from accidents, injuries, or damages that may occur during the course of study, including internship placements or off-campus activities. The Student assumes full responsibility for their own safety and well-being throughout the program.

### **6. Confidentiality and Privacy**

The Student agrees not to disclose any proprietary information, trade secrets, or confidential materials obtained from the Institute during their enrollment. The Institute also guarantees that the personal information of its students will never be intentionally shared with third parties. Student privacy is the Institute’s highest priority.

### **7. Truthful Information**

The Student agrees to provide truthful and honest information at all times during their enrollment. Failure to do so may result in suspension, termination, or expulsion from the program, depending on the severity of the offense.

### **8. Compliance with Handbook Rules**

The Student agrees to comply with all rules and regulations as outlined in the Institute’s student handbook. If a student knowingly violates these rules, they agree to accept the consequences, which may include suspension, termination, or expulsion, as per the Institute's disciplinary procedures.

### **9. Fraternization Policy**

The Student agrees not to fraternize with teachers, staff, or administrators of the Institute unless such interactions are for official reasons. Fraternization for non-official reasons is strictly prohibited. The penalty for fraternization is **suspension**for the first offense and **expulsion** for the second offense.

### **10. Feedback and Social Media Conduct**

The Student agrees to provide any grievances, complaints, or feedback directly to the Institute’s management rather than posting on social media or other public platforms. Constructive feedback is highly encouraged and should be delivered through the proper internal channels. Any violation of this clause may result in penalties, including suspension or termination of enrollment.

### **11. Uniforms, Kits, and Ingredients**

The Institute will provide uniforms, culinary kits, and all ingredients necessary for culinary students as part of the program. Students agree to maintain these items in good condition throughout their course of study.

### **12. Payment Plan**

The Student’s payment obligations will be based on the payment plan attached to this Contract. The Student agrees to abide by the payment schedule and understands that failure to comply may result in termination of enrollment.

### **13. Force Majeure**

In the case of force majeure events (e.g., acts of God, natural disasters, or other unforeseen circumstances), the Institute reserves the right to modify class schedules, transition to online learning, or take any other necessary actions to continue the program. Refunds may be handled according to the conditions outlined in the refund policy.

### **14. Adherence to Handbook**

The Student agrees to abide by the rules and policies outlined in the Institute’s student handbook. These rules are designed to optimize the academic journey for all students and ensure a safe, productive learning environment.

### **15. Student and Alumni Discounts**

Students and alumni of Aleanza Institute One Inc. are entitled to a 20% discount on events held at the Institute.

### **16. Governing Law**

This Contract shall be governed by and construed in accordance with the laws of the Republic of the Philippines.

### **ACCEPTANCE OF TERMS**

By signing below, the Student agrees to the terms and conditions set forth in this Contract and acknowledges that they have read, understood, and accepted all the provisions contained herein.

**Signed on this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_*, 20* in Makati City, Philippines.**

**For Aleanza Institute One Inc.**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For the Student**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PAYMENT PLANS, 2025**

