



## Pre-Enrollment Waiver (Academic Year 2026-2027)

I, \_\_\_\_\_ (Yr. and Section \_\_\_\_\_), acknowledge that I have thoroughly read, understood, and hereby agree to fully comply with and abide by all policies, regulations, and guidelines of the College of Avionics Technology for the Academic Year 2026-2027, as comprehensively outlined herein and in the official Student Handbook. I understand that these policies are meticulously crafted and strictly enforced to ensure a safe, productive, respectful, and high-quality learning environment for all enrolled students.

### Key Policies and Regulations:

**Attendance and Tardiness:** Students are required to meticulously adhere to the comprehensive attendance policy, which clearly defines stipulated allowed absences and a strict 15-minute grace period for tardiness. It is imperative to understand that consistent or excessive absences and tardiness will lead to severe consequences, including formal disciplinary action. For tracking purposes, three (3) instances of late arrival will be cumulatively counted as one (1) full absence from class. Furthermore, faculty members retain the explicit right and discretion to deny a student admission to class if they are tardy beyond the established grace period or are otherwise in violation of the prescribed attendance regulations. The strict enforcement of all rules regarding absences and late arrivals will officially commence on August 30, 2025. Students should also be aware that absences may potentially be remedied through the completion of a mandatory one-week community service, though this option is subject to the formal review and approval by the appropriate college authorities, ensuring it aligns with academic and disciplinary guidelines.

**Academic Integrity:** Every student enrolled at the College of Avionics Technology is unequivocally committed to upholding the highest standards of academic integrity in all academic endeavors. This commitment prohibits any form of cheating, plagiarism, collusion, misrepresentation, or any other dishonest academic practices. Students found engaging in such activities will face severe repercussions, which may include, but are not limited to, a failing grade for the assignment or course, suspension, or even expulsion from the college, in accordance with the established disciplinary protocols.

**Classroom Conduct:** Students must consistently maintain respectful, professional, and appropriate behavior within the classroom setting at all times. This includes strict adherence to faculty instructions, actively contributing to keeping the classroom meticulously clean and organized, and fostering a positive and conducive learning environment for all peers. Moreover, students are required to diligently fulfill the specific requirements for maintaining accurate, comprehensive, and up-to-date laboratory logbooks and notebooks, which are integral to practical learning. It is explicitly acknowledged that the last class to depart from a cluttered or disorganized classroom will collectively incur a demerit, emphasizing shared responsibility for the learning environment.

**Dress Code and Uniform Policy:** Students must strictly adhere to the college's prescribed dress code and uniform policy. This includes the mandatory wearing of either the proper Type A uniform or the Type B (Laboratory MRO Uniform) as required by specific courses or activities. Only the official Organization shirt may be worn every Wednesday as part of the designated uniform. Students who do not abide by this policy, including failing to wear the proper uniform on designated days, will receive a demerit and will be formally endorsed to the Character Formation (CF) Department for further counseling and appropriate action. Additionally, students must adhere to specific guidelines concerning appropriate hair presentation and acceptable accessories, ensuring a professional and uniform appearance. Any failure to comply with any aspect of the uniform policy will consistently result in demerits.

**Grading System:** Students are required to thoroughly understand the detailed grading system implemented by the college. This system transparently outlines the weighted contributions of various components, including quizzes, assignments, examinations, and character formation, towards their final grade. Students are solely responsible for understanding the specific grading rules and their implications, particularly concerning the impact of absences, incomplete requirements, and failed submissions on their academic standing. Comprehensive details of the grading system are available in the Student Handbook.

**Student-Teacher Concerns and Escalation:** All concerns or grievances regarding teachers, academic staff, or the academic program must be formally directed, in writing, to the Program Head or the Dean for initial review and resolution. Should a concern directly involve the Program Head or Dean, it must then be formally reported, again in writing, to the Department of Student Affairs (DSA) for impartial investigation. It is explicitly understood that reporting concerns to any other department, individual, or through unofficial channels will not be entertained and may result in serious sanctions, including potential expulsion, due to a violation of established institutional protocol.

**Merit and Demerit System:** The college operates on a comprehensive merit and demerit system designed to actively encourage positive behavior, reward exceptional contributions, and address policy violations effectively. Students are expected to consistently strive to earn merits through exemplary behavior, academic excellence, and positive contributions to the college community, while diligently avoiding actions that would result in demerits for policy infractions or misconduct. This system aims to foster a disciplined and responsible student body.

**Student Rallies and Protests:** Any form of student rally, protest, organized demonstration, or unauthorized assembly against school policy, administration, or personnel is strictly and unequivocally prohibited within college premises or in any manner that disrupts academic operations or the general welfare of the community. Violation of this policy may result in severe disciplinary action, up to and including immediate suspension or permanent expulsion from the college, demonstrating the seriousness with which such actions are viewed.

**Inappropriate Student-Teacher Interactions:** Engaging in any activities outside of the formal academic setting with teachers, such as participating in social gatherings (e.g., parties, unauthorized outings) or engaging in late-night electronic messaging (e.g., chats, calls unrelated to academic matters), is strictly forbidden. Such interactions are deemed unprofessional, can compromise the integrity of the academic environment, and may result in severe consequences for both the student and the faculty member involved, in accordance with the college's code of conduct for both students and staff.

**Social Media Posting:** Students are strictly prohibited from posting any negative content, malicious allegations, defamatory remarks, or engaging in any form of cyberbullying or harassment concerning the school, its faculty, department heads, administrators, or school officials on any social media platform, public forum, or private messaging group. All legitimate concerns or grievances must be directly reported to the Dean, who will then endorse them for proper investigation through established official channels. Any student found posting such prohibited content on social media, or otherwise violating this policy, will be subject to a formal investigation, and if found guilty, will face appropriate disciplinary sanctions as determined by the college's established disciplinary procedures, which may include suspension or expulsion.

**Damages to School Facilities and Equipment:** All students are entrusted with the responsibility for the proper care, respectful use, and meticulous maintenance of all school facilities, equipment, and property. Any damages caused by a student, whether resulting from intentional acts, gross negligence, or misuse, will result in immediate disciplinary sanctions. Furthermore, the student(s) responsible will be held financially accountable for the total cost of repair or full replacement of the damaged items, reinforcing the importance of stewardship over college assets.

**On-the-Job Training (OJT):** Students are required to meet the rigorous and specific requirements for On-the-Job Training (OJT), which includes the mandatory completion of **450 hours** of practical training experience. To be eligible for OJT, all students must have successfully completed all academic courses from their first and second years, including any bridging courses, with all corresponding "passed" remarks



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reflected in their academic records. Students with any lacking or incomplete courses will, without exception, not be eligible to commence or participate in OJT until all prerequisites are met. Students must meticulously prepare, maintain, and submit all necessary reports and documentation related to their OJT experience in a timely manner. The encouraged training period typically spans from May to August, allowing for sufficient time to fulfill the hourly requirement.

**Graduation Requirements:** Students are responsible for diligently fulfilling all complete requirements for graduation. These requirements encompass the successful academic completion of all prescribed courses with passing grades, the full fulfillment of all On-the-Job Training (OJT) requirements, and the obtaining of any necessary professional licenses or certifications relevant to their chosen field of study. The current expected graduation date for this academic year is **July 2026**. Students are advised to regularly consult with their academic advisors and the registrar's office to track their progress towards these requirements.

**Completion Forms and Department Policies:** Students must be aware that the department will not issue "INC" (Incomplete) or "Dropped" remarks at the end of any semester without proper and timely completion of all course requirements. It is also explicitly understood that the completion period for addressing "INC" grades specifically for General Education Courses is strictly limited to one (1) month from the official end of the semester. Failure to complete within this timeframe may result in the conversion of the "INC" grade to a failing grade.

**Retake and Special Examinations:** To secure a retake examination form, students must first pay the corresponding fee exclusively at the Accounting Office and then submit the official receipt along with the completed form to the respective faculty member well in advance of the scheduled retake. For special examination forms, a grace period of up to fifteen (15) minutes from the scheduled examination time is allowed for unforeseen circumstances. However, exceeding this 15-minute grace period from the official scheduled examination time will automatically necessitate the student to secure a special examination permit. Furthermore, any instance of **no appearance** on a scheduled examination will automatically require the student to secure a retake form and then await the designated scheduled retake examination. It is unequivocally stated that under no circumstances shall any faculty member receive monetary payment directly from students for any academic or administrative purpose; all payments must be processed and paid exclusively at the Accounting Office, ensuring transparency and accountability.

**Submission of Projects and Contributions:** Students must understand the critical requirements for project outputs in all courses that comprise both lecture and laboratory components. All students must strictly adhere to the scheduled submission deadlines for projects as communicated by the faculty; failure to submit a project by the designated deadline will unequivocally result in a failing grade for that specific project component. Additionally, any proposed expenses and contributions for projects shall be clearly posted on the official college group chats for transparency, and all such proposals must be formally signed by the Dean prior to the commencement of the project and the collection of any contributions from students, ensuring proper oversight and approval.

**Community Service:** Violations of the established college code of conduct, depending on their severity and nature, may result in a mandatory one-week community service requirement. This service will be assigned in addition to any other applicable disciplinary actions deemed necessary by the college authorities, serving as a restorative and disciplinary measure.

**Seminars, Tours, Community Outreach, and Webinars:** Students are required to actively participate in all compulsory department programs, which include, but are not limited to, educational seminars, organized tours, community outreach activities, and online webinars. These programs are integral to holistic development and academic enrichment. Students are responsible for understanding and acknowledging the potential sanctions for non-participation in these essential programs, which may affect their academic standing or eligibility for certain privileges.

### Acknowledgement of Waiver:

By signing this pre-enrollment waiver, I acknowledge that I have been fully informed of all these comprehensive policies and regulations, and I expressly agree to comply with them throughout the Academic Year 2025-2026. I understand that failure to adhere to these policies may result in disciplinary action, including but not limited to warnings, probation, suspension, or expulsion from the College of Avionics Technology.

(Student's Signature) \_\_\_\_\_

(Printed Name) \_\_\_\_\_

(Date) \_\_\_\_\_

(Parent/Guardian Signature) \_\_\_\_\_

(Printed Name) \_\_\_\_\_

(Date) \_\_\_\_\_

### Notarized:

(Notary Public) \_\_\_\_\_

(Date) \_\_\_\_\_

(seal)