



STUDENT ADMISSION AGREEMENT

I. STUDENT INFORMATION		
Student ID:	Program Enrolled:	Date (dd.mm.yyyy):
Full Name (Last Name, First Name, Middle Name)		
Permanent Address:		
Manila Address:		
Mobile Number:	Landline Number:	Email Address:
Parents/Legal Guardian's Names		
Mother:	Contact No.:	
Father:	Contact No.:	
Legal Guardian:	Contact Nos.:	Relationship to Student:
II. GENERAL RULES AND STANDARDS		
I, _____, student of Asian Institute of Maritime Studies do hereby undertake on _____ (day), _____ (month) _____ (year), the following:		
1	Declare that the entries made by me in the application form are complete and true to the best of my knowledge and based on records.	
2	Undertake to present and submit the original documents immediately to the concerned authorities of the Institute.	
3	Promise to abide by the admission rules, regulations, concerning discipline, attendance of the Institute, as enforce from time to time, and subsequent changes/modifications/amendments made thereto. I acknowledge that the Institute has the authority for taking disciplinary actions against me for the violation and/or non-compliance of the same.	
4	Compulsorily abide with the Student Handbook particularly on "AIMS Code of Discipline".	
5	Conduct myself in a highly disciplined and decent manner both inside the classroom, laboratory and in the campus, failing which suitable action may be taken against me as per rules and regulations of the Institute.	
6	Understand that 80% attendance in classroom and laboratory sessions is compulsory and I commit myself to adhere to the same. I am fully aware that attendance of less than 80% in any courses will result in FAILURE DUE TO ABSENCES or DROPPED as the case maybe.	
7	Due to serious infractions in attendance and discipline, the need for my parents with me to report to the Guidance Office or concerned Academic Directors when required.	
8	The official enrollment binds me to pay tuition fees, examination fees and any other dues within the stipulated time as required by the Institute/authorities and respecting the "No Permit-No Exam Policy".	
9	It will not cause or involve in any sort of violence or disturbance both within and outside the campus nor engage in or with the unrecognized organization by the Institution that will be inimical to the safety, security and public interest of the school community.	
III. STUDENT CONFIDENTIALITY AGREEMENT		
The Asian Institute of Maritime Studies (AIMS) recognizes their responsibilities under the Republic Act No. 10173 (Act), also known as the Data Privacy Act of 2012, with respect to the data they collect, record, organize, update, use, consolidate or destruct from the students and alumni. The personal data obtained from this portal is entered and stored within the Institute's authorized information and communications system and will only be accessed by the AIMS authorized personnel. The AIMS have instituted appropriate organizational, technical and physical security measures to ensure utmost protection of the student/alumnus personal data.		

Furthermore, the information collected and stored in the portal shall only be used for the following purposes:													
1	Evaluating applications for admission to AIMS												
2	Processing confirmation of incoming students and transfer students in preparation for enrolment												
3	Recording, generating and maintaining student records of academic, co-curricular and extra-curricular progress												
4	Recording, generating and maintaining records, whether manually or electronically or other means, of class attendance and participation in curricular, co-curricular and extra-curricular activities												
5	Establishing and maintaining student information systems												
6	Sharing of grades between and among faculty members and others with a legitimate official need for academic deliberations												
7	Processing scholarship applications, grants and other forms of assistance												
8	Investigating incidents that relate to student behavior and implementing disciplinary measures												
9	Maintaining directories and alumni records												
10	Compiling and generating reports for statistical and research purposes												
11	Providing services such as health, counseling, information technology, library, sports/recreation, transportation, parking, campus mobility, safety, and security												
12	Communicating official school announcements												
13	Sharing marketing and promotional materials regarding school-related functions, events, projects, and activities												
14	Soliciting your student's participation in research and non-commercial surveys												
15	Sharing your student's information with persons or institutions for purposes other than our legitimate interests as an academic institution, we will obtain your written consent for that specific purpose, unless you yourself request us to use process and share your information for such purpose or processing without your consent is allow under the Act or other applicable laws.												
AIMS shall not disclose the student/alumnus personal information without their consent, shall retain this information as per retention period, and will be securely disposed of.													
IV. RETENTION POLICIES													
The Grade Point Average (GPA) is the measure of the quality of students' general academic performance during a regular academic term. The promotion for career (course/program) tracking, graduation, honors, and dismissal of students are determine by whether they have satisfied the GPA requirement for a given academic year.													
Evaluation of student records for purposes of retention is guided by the following standards:													
1	In every three semesters in one academic year, by year level, the overall or cumulative GPA of a student will be evaluated.												
	<table border="1"> <thead> <tr> <th>Year Level</th> <th>Retention Requirements</th> <th>Rating Below</th> </tr> </thead> <tbody> <tr> <td>First Year</td> <td>80% or 2.5</td> <td>Warning</td> </tr> <tr> <td>Second Year</td> <td>83% or 2.25</td> <td>Enhancement or shift to non-board program/2 months sea-service requirements</td> </tr> <tr> <td>Third Year and above</td> <td>85% or 2.0</td> <td>Enhancement</td> </tr> </tbody> </table>	Year Level	Retention Requirements	Rating Below	First Year	80% or 2.5	Warning	Second Year	83% or 2.25	Enhancement or shift to non-board program/2 months sea-service requirements	Third Year and above	85% or 2.0	Enhancement
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Third Year and above	85% or 2.0	Enhancement											
2	Any student who has received warnings shall be placed under PROBATION												
3	Probation status of a student may be lifted upon passing all the courses carried during the succeeding term he/she is on probation.												
4	Any students under probation who obtained two (2) or more courses enrolled will subjected to Dismissal Proceedings.												

Those under Probation shall be covered by the matrix of "Reduced Units" Enrollment Policy:				
% of Failure	No. of Units enrolled	Status	Allowable load for the following semester/term	
50	One (1) course	Any number of academic units	WARNING	Less 3 units from the normal load per semester
	Two (2) courses	6 academic units or more	PROBATION	50% of normal load per semester

ACKNOWLEDGEMENT

I have read the Policy and the Terms herein written, and agree to be bound by them. I understand that the Policy and Terms refer to my personal data.

By signing below, I agree with the following:

- Republic Act No. 10173, or the Data Privacy Act of 2012, and other relevant Philippine laws
- Apply to the collection and processing of my personal data.
- I understand that by applying for admission/registering as a student of AIMS, I am allowing it to collect, use and process my personal data where a legitimate educational or institutional interest exists in its determination, as enumerated in the Policy and other like circumstances.
- By providing personal information to AIMS, I am confirming that the data is true and correct. I understand that AIMS reserves the right to revise any decision made on the basis of the information I provide should the information be found to be untrue or incorrect.
- By entering into this Agreement, I am not relying upon any oral or written representations or statements made by AIMS other than what is set forth in this Agreement.
- My agreement to the Policy and Terms is among the conditions of my admission into the AIMS
- Any issue that may arise in connection with the processing of my personal information will be settled amicably with AIMS before resorting to the appropriate arbitration or court proceedings within the Philippine jurisdiction.

I have gone through carefully the terms of the above undertakings, terms, and agreements for my entire stay at AIMS and determining that these are for my/his/her own benefit and improvement. I also understand that if I/she/he fail to comply with these terms, will be liable to suitable action as per the institution's rules, regulations, and applicable laws. I undertake that I/she/he will strictly follow the above terms.

Student's signature over printed name	Parent/Legal Guardian's signature over printed name
Date Signed (dd.mm.yyyy):	Date Signed (dd.mm.yyyy):

(NOTARY PUBLIC)

Doc.No. : _____

Page No.: _____

Book No.: _____

Series of _____