



SAINT MICHAEL'S COLLEGE OF LAGUNA
 Biñan, Laguna
Office of the President



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SUBJECT: EDUCATION COUNSELOR'S PROGRAM AY 2007-2008

GENERAL MECHANICS

1. The Saint Michael's College of Laguna (SMCL) Education Counselors are accredited individuals who recruit students to enroll in any level/course offered by the College.
2. This is open to ALL INTERESTED PARTIES of good moral character preferably with marketing ability. They must satisfy the following requirements:
 - 2.1 He/She fills up an application form in the Office of the Financial and Administrative Services.
 - 2.2 He/She undergoes briefing/orientation about his/her role and terms/conditions involved.
 - 2.3 He/She issued an ID upon satisfactory compliance with the requisites.
3. As an incentive, he/she will be entitled to a referral fee equivalent to a percentage of basic tuition fee paid by each enrollee, as follows:

COLLEGE

<i>No. of Recruits/Referrals</i>	<i>Commission Rate</i>
1-3	3% of the Basic Tuition Fee for each of the first three (3) referrals
4-6	5% of the Basic Tuition Fee for each of the second three (3) referrals
7-9	7% of the Basic Tuition Fee for each of the third three (3) referrals
10 or more	10% of the Basic Tuition fee for each of the excess of nine (9) referrals

BASIC EDUCATION

1-3	1.5% of the Basic Tuition Fee for each of the three (3) referrals
4-6	3% of the Basic Tuition Fee for each of the second three (3) referrals
7-9	5% of the Basic Tuition Fee for each of the third three (3) referrals
10-12	7% of the Basic Tuition Fee for each of the fourth three (3) referrals
13 or more	10% of the Basic Tuition Fee for each of the excess of twelve (12) referrals

4. For referrals who avail of the scholarship/grants, referral fee will be based on net discounted fees.
5. Referral fees earned in the promotion will be cumulative and can be claimed based on the following schedule.
 - 5.1 For referrals availing of full payment option.
 Counselors may claim the fee thirty (30) days after the formal opening of the classes (July 15, 2006).

- 5.2 For referrals availing of other payment options. Counselors may claim the fee after their referrals have fully paid their balance.
 - 5.3 Advance referral fees may be given in August based on payments made during the period and the balance upon full payment of the recruit/referral.
 - 5.4 Referral fees are claimed only *once*.
Counselors cannot claim a fee for the succeeding enrolment of his/her referral student/s.
 - 5.5 Referral fees can be claimed on all new enrollees referred except on immediate family members of the counselor/s.
6. Additional incentives may be given to the top 3 counselors in terms of referrals.
 7. Procedures:
 - 7.1 New enrollees should have brought with them an official Referral Form which will officially indicate the name of his counselor.
 - 7.2 During the enrollee's initial interview with the Admission's Officer, the name of the counselor must be confirmed in order to validate his/her identity. Immediately, upon validation, the officer will affix his/her signature on the space provided.
 - 7.3 The Cash Assistant will indicate on the referral form the type of payment which the enrollee has chosen by checking the appropriate box provided and affixing the official receipt number and the date of payment.
 - 7.4 The Referral Form will be collected and recorded in the official referral logbook for processing.
 8. Effectivity of this promotion starts First Semester of AY 2006-2007 and will remain in force until the promulgation of a resolution or directive revoking or modifying its effectivity.

Please be guided accordingly.

LOURDES ALMEDA-SESE, Ed.D.
President