



## ASFM Yearly Registration Card 2022-2023

Please note that you MUST return this Yearly Registration card signed before

**Tuition payments must be up to date in order for your child to be registered.**Your child(ren) will ONLY be considered registered for the following school year until we receive the registration card and verify that all your payments are up to date.

Your Family's Registration Card has to be signed through our newly implemented Adobe Sign service portal. For registration questions or clarification, please call the Registrar's office at 81-2187-0107 or contact [admissions@asfm.edu.mx](mailto:admissions@asfm.edu.mx). *For the Spanish version of this information go to: <http://www.asfm.edu.mx/conditions>.*

Please be advised that if you sign the yearly registration card and then decide to enroll your child in another school, you need to inform our admissions office no later than . Failing to do so will generate a non-refundable charge of \$20,000.00 MXN to your account.

### 2021-2022 Conditions of Registration

1. I understand and agree to pay the school's annual tuition. The annual tuition has been divided into eleven equal payments to be paid monthly. From August until May, payments are expected within the first 10th days of each month. June is to be paid by June 5th. Surcharges<sup>1</sup> will be applied for payments made after the first ten days of the month. All new students must pay the nonrefundable entrance and registration fees at the time of enrollment. I understand and agree that ASFM will refuse attendance or access to classes to any student whose tuition payments are three or more months overdue. I will do everything in my power to avoid this situation as I realize that this will cause concern and difficulties with my child(ren)'s progress. ASFM reserves the right to refuse enrollment in the following school year to my child(ren) if there is a pending debt in my family account.
2. ASFM believes that a positive and constructive working relationship between ASFM and a student's parent(s) is essential to the fulfillment of the School's Mission. I understand that ASFM reserves the right to terminate enrollment or to not re-enroll my child(ren) for the following school year due to ongoing financial debt to the school or if my actions make a positive and constructive relationship impossible or otherwise seriously interfere with the School's accomplishment of its educational purpose. I agree to seek resolution for any concern I may have with ASFM by following the prescribed, online communication [Flowchart](#).
3. I agree to accept and abide by the [School Discipline Regulations of the State of Nuevo León](#), the ASFM's academic and disciplinary rules, regulations and policies and to follow recommendations regarding evaluations that may be needed in order to meet my child's needs. I agree to respect, as well as to help my child(ren) and others, respect the rules, regulations and policies of ASFM. I agree not to hold ASFM responsible for anything that is lost, damaged or stolen from the pupil within the school building or on ASFM grounds. I agree not to hold ASFM responsible for any accident or personal injury that may occur to the child(ren) I am registering. I also agree not to make any claim for damages ensuing from said accident. The school has insured all students for accidents in school premises or school events, and the insurance company shall be the only one to settle claims.
4. I agree with the terms and conditions of [ASFM's Privacy Notice](#).
5. I agree with and respect the [School's Acceptable Use Policy for technology](#) as well as other related technology policies.
6. I agree with the terms and conditions of [ASFM Student Drug Prevention Policy](#) I hereby give my consent for my child(ren) to be a part of the random drug testing according to what the ASFM Student Drug Prevention Policy establishes.
7. I agree to reinforce and support ASFM's vision, mission and values.
8. I agree to support ASFM's commitment to creating an open, safe and caring environment both in and out of the school community.
9. I agree to support and respect the values of equity and diversity and avoid the detrimental effects of any form of discrimination, be it based on race, religion, gender, sexuality, physical characteristics, abilities, talents, socioeconomic status, culture or language.

We, as parents, commit and abide by these terms and conditions, understanding that these may be updated by ASFM<sup>2</sup> at any time. We acknowledge and accept the full legal validity of the electronically signed yearly registration card.

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Parent's Name

Signature

Date

<sup>1</sup> Amounts can be found in [www.asfm.edu.mx/admissions/tuition-fees](http://www.asfm.edu.mx/admissions/tuition-fees)

<sup>2</sup> For recent updates review ASFM's website



## Registro al Plan de Benevolencia/ *Benevolent Plan Registration*

ASFM offers the benefit of covering the tuition of students in case the mother or father that signs this document passes away starting the next month after the event. The benefit ends after the completion of Bach III/12th grade in ASFM. In all cases, this benefit includes only tuition fees at ASFM. This benefit does not include fees regarding books, trips, etc. The signee (mother or father of the student), must not exceed 70 years of age.

*This Benevolent Plan applies to the signee (mother or father of the student), upon becoming deceased, as such for at least two years. In the event the signee is changed, the 2 year term will start over in order for the plan to be applicable. In case of death by accident, this plan will apply even though the 2 year term has not expired.*

*Note: The plan will apply exclusively to families that have signed and handed in this registration card by*

ASFM ofrece el beneficio de cubrir las colegiaturas de sus estudiantes en caso de que el padre o madre que firma el presente documento fallezca, a partir del siguiente mes del suceso. El beneficio termina al finalizar el 3er grado de preparatoria en ASFM. En todos los casos, este beneficio incluye solo colegiaturas en ASFM. No incluye otras cuotas tales como libros, viajes, etc. El padre o madre que firma el presente documento no debe exceder los 70 años de edad.

Este Plan de Benevolencia aplicará al padre o madre firmante, que al fallecer, haya estado registrado en el presente documento, por lo menos dos años. En caso de que cambie el firmante (madre o padre) sea cambiado tendrá que volver a correr el plazo de dos años para que sea aplicable este plan. En caso de muerte por accidente, el plan aplica aún cuando no haya transcurrido el plazo de dos años.

Nota: El plan aplicará exclusivamente a familias que hayan entregado este registro en tiempo y forma a más tardar el

### Datos del padre/madre responsable de pagar las colegiaturas/ Information of the father/mother responsible for paying tuition:

Número de Familia/Family Number: \_\_\_\_\_

Nombre(s) (sin abreviaciones) /Name(s) without abbreviations: \_\_\_\_\_

Apellido paterno/First last name: \_\_\_\_\_

Apellido materno /Second Last name: \_\_\_\_\_

Género/Gender: \_\_\_\_\_

Estado civil/Civil Status: \_\_\_\_\_

Fecha de nacimiento/Date of birth: \_\_\_\_\_

Lugar de nacimiento/Place of birth: \_\_\_\_\_

Nacionalidad/Nationality: \_\_\_\_\_

Correo electrónico/Email address: \_\_\_\_\_

Fecha de firma/Signing date: \_\_\_\_\_

\_\_\_\_\_  
Firma del Responsable del pago de colegiaturas  
Signature of person responsible of paying tuition