



LEADERS INTERNATIONAL

FROM THE ADMISSIONS OFFICE

5-Step Application Process

Application & Assessment

- Candidates must submit the following **original** documents **prior to** assessment:
 - Completely filled-out **Application Form**
 - Completed **Medical Form** – duly filled-out by a licensed pediatrician, with attached doctor's clearance
 - Latest **Report Card** or **Progress Report**
 - **Recommendation Form** – duly filled-out and signed by the homeroom teacher, guidance counselor, and principal of the applicant's previous school
 - **Doctor's Assessment** (if applicable) – for learning disabilities including but not limited to ADHD, autism, speech delay, etc; physical disabilities
 - **PSA birth certificate** (original copy)
 - **Recognition/Permit** from DepEd (photocopy)
 - Applicants shall pay a **non-refundable Assessment Fee** through an online transfer to either **Metrobank/Gcash**):
Php5,000 for Preschool, Php5,000 for Elementary, Php6,500 for High School
- *Submission of hardcopy medical records will be deferred to a later date for safety reasons. The hard copy of medical records will be extended up to July 29, 2022.**

Entrance Assessment & Interview

- The candidate will be evaluated based on (1) the Entrance Assessment in different subjects and (2) the Interview with the Vice Principal.
 - The student must promptly come at the appointed time and date of his or her Entrance Test and Interview.
 - Parent/s should accompany the student during the interview.
 - The test and interview results will be forwarded to the admissions committee for deliberation.
- *Due to the pandemic the Entrance Assessment and the interview will be conducted via online, through zooms.**
- Vice Principal _____**

Notification of Eligibility

- An email and/or SMS notification will be sent to the parent/s once their child is found to be eligible for enrollment.
 - A reminder to complete all requirements (based on the enrollment checklist, including all post-dated checks for the selected payment scheme) shall be sent to the parent/s.
- Admissions _____**

Reservation and Payment of Fees

- Following the Notification of Eligibility, a **non-refundable and non-transferable Enrollment Deposit of Php15,000.00** must be paid in order for the incoming student to secure a slot in his or her class level.
 - The Enrollment Deposit must be placed within **Ten (10) Working Days** after receipt of Notification of Eligibility.
 - Failure to place the aforementioned deposit within the prescribed period will forfeit the incoming student's slot.
 - Parents may select their preferred payment schedules from the options provided.
 - All requirements (based on the enrollment checklist, including all post-dated checks) must be submitted upon payment of fees and enrollment. Payment (based on the selected payment option) must be settled **on or before July 29, 2022.**
- Admissions _____ Registrar _____ Accounting _____**

Completion of Enrollment

- A letter of **Confirmation of Enrollment** will be emailed to the parents.
 - Payment and release of uniforms.
 - School Service (if applicable):
 - Signing of the School Service Agreement Form
 - Payment of fees (submission of post-dated checks, if applicable)
- Admissions _____ Accounting _____ Uniform Inventory _____**