



FROM THE ADMISSIONS OFFICE

# 5-Step Application Process

Revised 10/2022

## Application & Assessment

- Candidates must submit the following **original digital** documents **prior to** assessment:
  - Completely filled-out **Application Form**
  - Completed **Medical Form** – duly filled-out by a licensed pediatrician, with attached doctor's latest clearance.
  - Latest **Report Card** or **Progress Report** (SF 9 Form/ Form 138)
  - **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**

## 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 Assessment 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.

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.

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## 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 31, 2023**.

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 \_\_\_\_\_