



## ADMISSION PROCEDURE AND REQUIREMENTS

<b>STEP 1</b>	<ul style="list-style-type: none"> <li>• Program and School Fees will be emailed</li> </ul>
<b>STEP 2</b>	<p><b>Free Trial</b></p> <ul style="list-style-type: none"> <li>• 1 day Free Trial (by schedule)</li> </ul>
<b>STEP 3</b>	<p><b>Parent – Teacher Conference (by appointment)</b></p> <ul style="list-style-type: none"> <li>• Discuss Programs</li> <li>• Enrollment</li> </ul>
<b>STEP 4</b>	<p><b>Enrollment</b></p> <ul style="list-style-type: none"> <li>• Submit complete admission requirements             <ol style="list-style-type: none"> <li>a. Fully accomplished Registration Form</li> <li>b. Fully accomplished Health Form (Include copy of student’s latest Immunization Record and Medical Clearance)</li> <li>c. 2 pcs. ID picture passport size (colored with white background)</li> <li>d. Original Transcript of Records from last school attended (For Foreign students: Translated in English and with Red Ribbon)</li> <li>e. Original or Certified True Copy of Report Card from last school attended.</li> <li>f. Original PSA Birth Certificate</li> <li>g. For Foreign Students:                 <ul style="list-style-type: none"> <li>Photocopy of Student’s Passport</li> <li>Photocopy of Student’s Philippine Visa</li> <li>Photocopy of both Parents’ Passport</li> <li>Photocopy of both Parents’ Philippine Visa</li> </ul> </li> <li>h. <b>For students with Learning Disability and Special Education Needs:</b> Latest developmental report / narrative and other related reports (For Assessment references)</li> </ol> </li> <li>• Payment of School Fees</li> </ul>
<b>STEP 5</b>	<p><b>Student’s First day in School</b></p> <ul style="list-style-type: none"> <li>• Classroom Orientation</li> </ul>