

ENROLLMENT POLICIES & PROCEDURES

This guide will help you through the admission process in the academy either using our on-line eReservation System or making a personal visit. The steps will guide you accordingly to ensure proper and convenient way in enrolling to the course you planned to take.

STEP 1

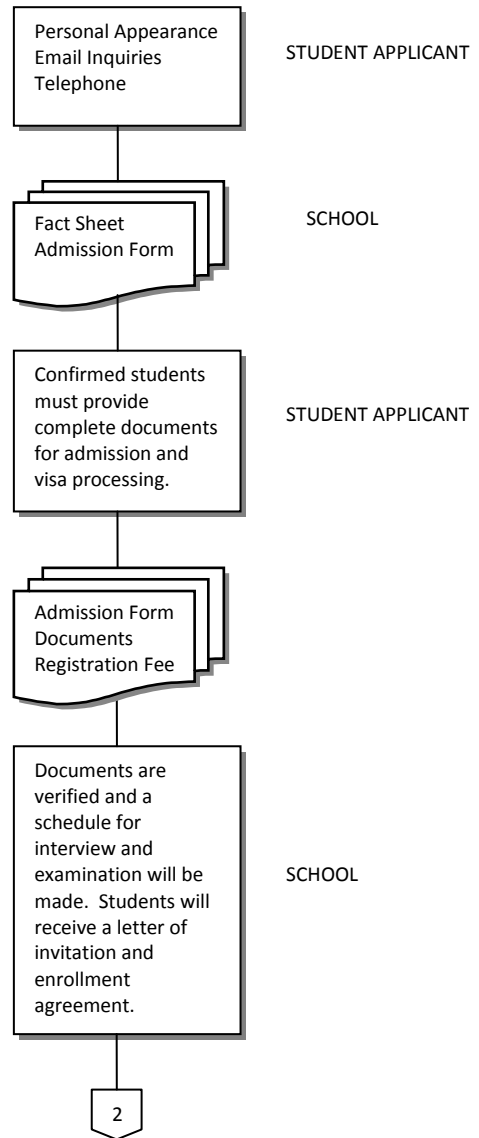
A fact sheet will be provided to student inquiries who requested information for a particular course.

Telephone inquiries are requested to visit the school and provide complete name, address, email, and contact nos.

STEP 2

Students must provide an Application for Admission, Relevant Documents, and Registration Fee to avail a seat for the intended date of the course.

Students who used the on-line *eReservation System* are still required to submit the original documents and registration fee.



STEP 3

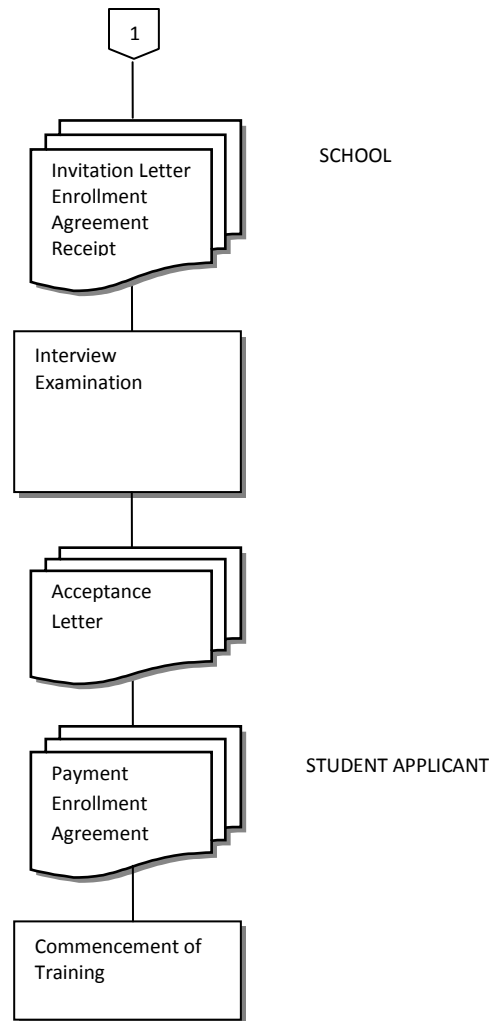
After the documents are verified, you will receive an Invitation Letter, Enrollment Agreement, and Receipt of Payment. The student is requested to be present for interview and examination conducted by the designated examiner of the school.

Receipt of Payment from the Registration Fee will be given to the student.

STEP 4

You'll receive an acceptance letter after successfully completing the interview and examination conducted by the academy.

Payment and Enrollment Agreement must then be finalized by the student, parent, guardian, or guarantor.



- The on-line *eReservation System* provides a convenient way in the enrollment process, however, students must provide complete and original documents to support their application for admission.
- Registration Fee is required for International Students to facilitate their visa requirements.
- All documents are verified and evaluated by the academy to check if the student applicant meets the admission requirements for a particular course.
- Students must undergo an interview and entrance examination prior to acceptance.
- Payments must be made directly to the school's account indicated in the fact sheet.
- It is the student, parent, guardian, or guarantor's responsibility to read and understand the *Enrollment Agreement* prior to admission.
- The school reserves the right to deny or reject applications that are incomplete, fraudulent, or whatever reasons that the academy believed that the applicant does not qualify for the certain course.