

## ENROLLMENT PROCEDURE

1. Successful applicants are to submit the documents listed below to the Registrar's Office. Please take note that **your child will only be considered officially enrolled upon completion of enrollment process.**

**Note: The documents below may be submitted via email [registrar@maristschool.edu.ph](mailto:registrar@maristschool.edu.ph)**

- a. Duly accomplished Marist Enrollment Forms
  - Enrollment Guidelines
  - Enrollment Provision for Special Cases
  - Education Service Contracting (ESC) Application Form (for Grade 7 enrollees only)
  - Education Service Contracting (ESC) Contract (for Grade 7 enrollees only)
  - Latest Income Tax Return (Form 1701) (for parents of Grade 7 enrollees only)
  - Pupil/Student's Registration FormOther forms applicable to your child's admission
  - Academic Probation Contract (if applicable)
  - Conduct Probation Contract (if applicable)
  - BI Form CGAF-003 Rev-2 Consolidated General Application Form for Student Visa and Special Study Permit, for foreign student
  - BI Form 2014-13-002 Rev-0 Request for BI Clearance Certificate, for foreign student
- b. ESC/SHS QVR Certificate from the student's previous school (for Grade 8-12 enrollees only).

**Note: The following documents are to be submitted via courier or personally at the Registrar's Office. For onsite submission, make sure to set an appointment of your visit by sending an email to [registrar@maristschool.edu.ph](mailto:registrar@maristschool.edu.ph).**

- c. Original copy of the Final Report Card duly signed by the school head indicating the Learner Reference Number (LRN) of the pupil/student.
- d. Original copy of the Birth Certificate of the pupil/student (PSA/NSO copy for Filipino applicants)
- e. 1pc. 1x1 recent colored ID picture (white background)
- f. For foreign pupils/students, the following are to be submitted:
  - f1. Pupil/student applicant from school abroad must submit an authenticated (by the origin's Ministry of Foreign Affairs and the Philippine Department of Foreign Affairs) transfer credentials (original report card, transcript of records, etc.).
  - f2. Photocopy of passport (data and passport note pages)
  - f3. Alien Certificate of Recognition or ACR-I Card (front and back)
  - f4. Special Resident Retiree's Visa Card (front and back), if applicable
- g. For pupils/students with dual citizenship, the following are to be submitted:
  - h1. Pupil/student applicant from school abroad must submit an authenticated (by the origin's Ministry of Foreign Affairs and the Philippine Department of Foreign Affairs) transfer credentials (original report card, transcript of records, etc.).
  - h2. Photocopy of Philippine passport (data and passport note pages)
  - h3. Order of recognition and recognition certificate from the Philippine Bureau of Immigration
  - h4. Report of Birth of Child Born Abroad of Filipino Parents

- Once all requirements pertaining to your child’s enrollment are submitted, pay the tuition fee required based on your chosen payment scheme in any branch of the banks listed below and send your proof of payment to <https://forms.gle/46xLfxRkTVUQMm8v6>.

	METROBANK	RCBC
Account Type	Saving Account	Saving Account
Account Name	Marist College, Inc.	Marist College, Inc.
Account Number	017-7-01751269-9	7589-7474-66
Branch	Marikina Center Branch (Near Bayan)	San Roque Branch (Near OLA Church)

### OTHER ADMISSION POLICIES

- Issuance of ID is on an order basis. You may request for your child’s ID through [registrar@maristschool.edu.ph](mailto:registrar@maristschool.edu.ph). Provide a digital copy of your child’s 1x1 ID picture.
- Senior High School applicant who wishes to enroll in Academic Track – Science, Technology, Engineering and Mathematics (STEM) strand must have an average of 80 or better in Math and Science in all quarters.
- Request for sectioning is not allowed. For incoming Kinder, grade 1 and grade 2 pupils, limited slots in the morning session/2<sup>nd</sup> session (for online classes) are available and may only be availed on a **first-come first-served basis**. You may request any of the Registrar’s Office personnel for your child’s name to be included in the *wait list* for your preferred session upon or after enrollment but this does not guarantee transfer of your child in your preferred session. Your child’s section will be sent to you via email together with other enrollment data pertaining to your child’s enrollment.
- Books may be bought from the Business Office on specified dates.
- For foreign students (incoming Kinder to Grade 10 only), a separate fee for application for special study permit and processing fee will be charged after the issuance of the permit.
- You may opt to pay the reservation fee of Php5,000.00 (for Kinder to Grade 10) and Php10,000 (for Grades 11 and 12) at the Business Office or via fund transfer to the affiliated banks, if the pupil/student will not enroll yet; however, this is valid only until the scheduled date of enrollment for the grade level which will be announced on a later date. Attach the proof of payment on the google link provided mentioned in item #3. This reservation fee will be credited to the pupil/student’s account upon enrollment. In case of non-enrollment, the amount is **non-refundable**. Please also take note that reservation fee is only intended for the grade level slot reservation and not for the session preferred.
- The subsidy from the government for the recipients of Education Service Contracting (ESC) Program and Senior High Voucher System (SHSVS) will be deducted from the tuition fee either in December or January of the current school year.
- Withdrawal/Refund will be made in accordance with the school’s regulations as stipulated in the student handbook.
  - Withdrawal within the 1<sup>st</sup> week of classes: **10% of the total tuition**, miscellaneous and other fees is withheld whether or not the pupil/student has actually attended the classes.
  - Withdrawal within the 2<sup>nd</sup> week of classes: **20% of the total tuition**, miscellaneous and other fees is withheld whether or not the pupil/student has actually attended the classes.
  - Withdrawals made after the 2<sup>nd</sup> week of classes will mean the **payment of school fees for the whole school year**.

d. **Notice of withdrawal must be done in writing by the parent/guardians of the pupil/student.**  
 This should be submitted to the Registrar’s Office on or before the last expected day of attendance of the pupil/student concerned. A withdrawal clearance must be accomplished to free the pupil/student concerned of any liability from the school.

9. All documents submitted to the Registrar’s Office **is for the sole use of the Registrar’s Office only** and in no instances will pupil/student, parent/guardian or other person be allowed to borrow for other use.

10. We highly encourage remote enrollment. However, for transaction which you would want to do onsite, kindly take note of that offices will be closed on the following dates: **(TO BE ANNOUNCED LATER)**

11. Enrollment hours during enrollment period (June 2021) will be as follow:

Registrar’s Office: 7:30 AM to 11:30 AM and 1:00 to 3:30 PM

Business Office: 8:00 AM to 12:00 NN and 1:30 to 3:30 PM

Thank you and God bless.

I/We acknowledge that I/We have read this Enrollment Procedure and understand and accept all its terms and conditions and other existing policies.

	FULL NAME	SIGNATURE	CONTACT NUMBERS	DATE
FATHER				
MOTHER				
GUARDIAN (if applicable)				
STUDENT				