

Colegio San Agustin

Dasmariñas Village Makati City

ACCEPTANCE OF NEW PUPIL/STUDENT APPLICANTS FOR ACADEMIC YEAR 2016-2017

LEVELS OPEN FOR ADMISSION: NURSERY TO GRADE 12

APPLICATION FEE: Php 700.00 (NON-REFUNDABLE)

APPLICATION PERIOD: SEPTEMBER 22, 2015 ONWARD, MONDAY TO FRIDAY

(8:00 to 10:00a.m.; 1:00 to 3:00p.m.)

ADMISSION POLICIES AND GUIDELINES

1. Admission is selective. CSA Makati reserves the right to refuse acceptance or re-admission to any pupil/student whose behavior or academic standing is at variance with the vision-mission of the school.
2. Only pupils/students with satisfactory academic qualifications, of good moral standing, and with a socially-acceptable personality will be considered candidates for admission.
3. All pupil/student applicants should have a general average of 83% with no grade below 78% in any of the subjects and conduct grade not lower than B or its equivalent.
4. The pupil/student's registration in the school is considered an expression of his/her willingness to abide by all its rules and regulations.
5. Applicants with **NO/LACKING DOCUMENTS** will not be entertained.
6. Pupils/Students will be admitted on a "FIRST COME-FIRST SERVED BASIS."
7. Pupils/Students with special needs may be mainstreamed provided that a certification from a specialist and appropriate intervention from a therapist is submitted.

ADMISSION REQUIREMENTS

Applicants should **bring** the following:

1. Clear photocopy of **Birth Certificate** issued or authenticated by NSO, by the City Hall with registry number, or by the Office of the Civil Registry from the country of birth with the official English translation
2. **Report Card** (photocopy of latest grade)
3. For alien/foreign applicants: **F-137/Transcript of Record** for evaluation purposes from Kindergarten up to the most recent level of schooling; with official English translation, if previously enrolled at a foreign school.
4. For Junior Kindergarten- Certificate of Attendance or copy of latest report card (when applicable)
5. For Senior Kinder to Grade 2: **1 copy of CSA Makati standard Letter of Recommendation or LOR** (downloadable form) from class adviser or guidance counselor, sealed and signed on the flap
For Grades 3 to 12: **2 copies of CSA Makati standard letter of recommendation (LOR)** (downloadable form) from class adviser and guidance counselor, sealed and signed on the flap
6. Accomplished and signed **Student Personal Inventory (SPI)** (CSA Makati standard SPI downloadable form)
7. Recent 1x1 **photo**
 - 2 for Grades 1 to 12 (1 for Test Permit and 1 for SPI)
 - 1 for Nursery to Senior Kinder

ADMISSION PROCEDURE

1. Present ALL DOCUMENTS (including CSA forms) to the **Admissions Staff** at the Urdaneta Hall for evaluation.
2. Pay admission fee at the **Accounting Office**.
3. Get admission test schedule from the following:
 - For Junior Kinder and Senior Kinder, proceed to **PRESCHOOL OFFICE**, present receipt and checklist from Admission Staff and submit accomplished SPI and 1 ID pictures to the secretary.
 - For Grades 1 to 12, go back to admissions area. Present receipt and checklist, and submit downloaded LOR, SPI, and 2 ID pictures.
4. Bring applicant on the scheduled interview/testing date. Re-scheduling of test may delay release of test results. **(NO PERMIT-NO TEST/INTERVIEW)**
5. Admissions Status of applicant will be sent through an email. **No need for personal/telephone inquiry.**
6. Qualified applicants may proceed paying the reservation fee (non-refundable). Failure to enroll on the scheduled dates will forfeit slots for enrollment.
7. **An applicant with conditional status** will have to undergo an interview with his/her department head. The schedule will be sent through an email. Parents are required to be present during the interview. When the enrollee passes the interview, his parents will sign a behavior/academic contract. Parents will bring the endorsement slip to the Registrar's Office for enrollment.
8. **An applicant, who does not meet the admissions standards**, will be placed on a wait-list status. His/her credentials will be reviewed. Depending on the results of the review of credentials, interview with the department head, and slot availability, an applicant may proceed to enrollment under a probationary status.

Note: For NURSERY APPLICANTS, parents with their child should set a schedule of interview with the Preschool Head/Teacher.

TESTING/SCREENING DAYS (beginning October 6 onward)

Nursery – Monday to Friday (8:30a.m.-3:00p.m.)

Junior Kinder/Senior Kinder - Monday/Friday morning (8:00a.m.-3:00p.m.)

Grade 1 – every Tuesday morning

Grade 2 – every Tuesday afternoon

Grades 3-6 – every Wednesday morning

Grades 7-12 - every Friday

TESTING HOURS

Grades 1 to 6 – 8:00a.m. to 10:30a.m.

Grades 7 to 12 – 8:00a.m. to 11:30a.m.

CSA Senior High School Academic Strands

College-bound Grade 11 and Grade 12 students sign up under a specific strand program that exposes them to possible courses and future careers that they might want to consider after Junior High School. These strands are an assemblage of allied disciplines. Specific subjects for each strand are listed below.

STEM <i>Science, Technology, Engineering and Mathematics</i>	HUMSS <i>Humanities and Social Sciences</i>	ABM <i>Accountancy, Business and Management</i>	GAS <i>General Academic</i>
Pre Calculus Basic Calculus Biology Physics Chemistry Immersion	Creative Writing World Religions Creative Nonfiction 21 st Century Culture Philippine Politics Community Engagement Social Science Applied Social Science Immersion	Applied Economics Business Ethics Accountancy Business and Management Business Math Business Finance Organization and Management Marketing Immersion	Creative Writing or World Religions Creative Nonfiction or 21 st Century Culture Community Engagement Applied Economics Organization and Management Disaster Readiness and Risk Reduction Design Foundation: Fundamentals of Art Design Foundation: Art History Survey Theatre Production

ENROLMENT PROCEDURE

1. Submit endorsement slip and all requirements in original form to the Registrar's Office.
 - Clear photocopy of **Birth Certificate** issued or authenticated by NSO, by the City Hall with registry number, or by the Office of the Civil Registry from the country of birth with the official English translation
 - **Final report card** with signature of concerned school authority and official school dry seal (for transfer)
 - **PASSPORT/SPECIAL STUDY PERMIT** for Foreigners. Documents executed outside the Philippines must be authenticated by the Philippine Embassy/Consular Officials of the Philippine Foreign Service at the place of issuance or nearest to it, with English translation, if written in other foreign language
 - Credentials submitted for enrolment become part of the school records and cannot be withdrawn after registration
2. Proceed to Accounting Office for payment to complete enrolment.

MRS. ROWENA F. FEROLINO

Registrar

Noted by:

FR. HORACIO R. RODRIGUEZ, OSA

Rector