



COLEGIO SAN AGUSTIN MAKATI

ADMISSION GUIDELINES AND POLICIES

Academic Year 2027–2028

I. POLICY STATEMENT

Colegio San Agustin Makati is committed to an admissions process that is fair, holistic, inclusive, and aligned with the School's Catholic faith, Augustinian values, and commitment to academic excellence. The School welcomes qualified applicants from diverse backgrounds and recognizes the dignity, potential, and uniqueness of every learner. Admissions decisions are made in accordance with the School's mission, educational philosophy, available resources, and admissions policies.

1. AGE REQUIREMENTS

Applicants must meet the age requirements prescribed by the Department of Education (DepEd) and the School's admissions policies.

2. ACADEMIC REQUIREMENTS

Applicants are evaluated holistically, taking into account academic performance, attendance, conduct, personal readiness, and other information relevant to the School's admissions process. For applicants to the International Baccalaureate Diploma Programme (IBDP), readiness shall be determined holistically through multiple sources of evidence in accordance with the School's approved IBDP Intake Framework.

3. APPLICANTS REQUIRING LEARNING SUPPORT

Applicants who disclose medical, developmental, behavioral, mental-health, learning, language, or other access needs may undergo an appropriate support and access review to determine reasonable accommodations and educational support. The existence or disclosure of a disability, diagnosis, health condition, accommodation, or support need shall not by itself constitute evidence against admission or IBDP readiness. Such information shall be handled confidentially and on a need-to-know basis.

4. APPLICATION AND SCREENING

All applicants are required to complete the entire admissions process, including the submission of requirements and all required assessments. For IBDP applicants, completion of the readiness assessment does not imply that the assessment serves as a stand-alone qualifying examination or automatic basis for admission.

5. ADMISSIONS PROCESS

The admissions process shall follow the sequence applicable to the applicant's grade level and programme.

Regular Applicants

1. Apply and Submit Application
2. Pay Applicable Admission Fee
3. Complete Required Admissions Assessment
4. Admission Decision
5. Complete Acceptance Requirements
6. Endorsement for Enrollment



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IBDP Applicants

1. Apply and Submit Application
2. Pay Applicable Admission Fee
3. Complete Required Admissions Assessment
4. IBDP Evaluation
5. Admission Decision and IBDP Programme Recommendation
6. Complete Acceptance Requirements
7. Endorsement for Enrollment

6. INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME (IBDP) APPLICANTS

Applicants to the International Baccalaureate Diploma Programme (IBDP) shall complete the established CSA Makati admissions process and undergo additional programme-specific evaluation, including readiness assessment, interview, and review of relevant academic records. Where an applicant has identified learning support needs, the School may conduct an appropriate review of the applicant's support requirements and the accommodations necessary for meaningful participation in the programme.

Admission to Colegio San Agustin Makati and admission to the IBDP are related but distinct decisions. IBDP admission and subsequent subject placement shall be determined in accordance with the School's approved IBDP admissions and placement procedures.

7. IBDP ELIGIBILITY AND PROGRAMME PLACEMENT

Applicants to the IBDP must satisfy the School's published eligibility requirements, including applicable age, grade-level, academic, and programme requirements. Meeting minimum eligibility requirements does not guarantee admission to the IBDP.

IBDP readiness shall be determined through the School's approved IBDP Intake Framework using multiple sources of evidence. Subject selection and placement shall be guided by the applicant's academic preparation, programme requirements, subject availability, and the School's established IBDP placement procedures.

8. DOCUMENT REQUIREMENTS

Applicants shall submit the documents and information specified in the official Admissions Requirements for the applicable grade level and programme. All submitted documents become part of the applicant's admissions records and shall not be returned unless otherwise required by law or School policy.

9. AUTHENTICITY AND VERIFICATION OF INFORMATION

Parents/Guardians certify that all information and documents submitted are true, complete, and authentic. The School reserves the right to verify submitted information with the applicant's current school, attending physician, or other appropriate sources. The submission of false, misleading, altered, or intentionally withheld information may result in the denial or withdrawal of admission, in accordance with the School's admissions policies.

10. PROCESSING POLICY

Applications are processed in the order in which complete applications are received, subject to the availability of slots for the grade level applied for. The School reserves the right to close admissions for any grade level once the approved enrollment capacity has been reached. **This processing sequence does not supersede programme-specific admissions timelines, evaluation procedures, or decision processes established for the IBDP.**



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11. FEES, PAYMENT, AND REFUNDS

Applicable application, assessment, reservation, and other admissions-related fees, as well as the corresponding fee information, are provided in the official admissions documents and information portals and are available from the Office of Admissions. Tuition and other student fees are available upon request and are subject to the School's approved fee schedule.

Payment of an admissions-related fee does not guarantee admission.

Application and assessment fees are non-refundable. The reservation fee is likewise non-refundable; however, the reservation fee shall be credited toward the student's tuition fees upon enrollment, subject to the School's applicable policies and terms.

12. COMMUNICATION, DATA PRIVACY, AND CONSENT

Official admissions communications shall be made only with the parent(s) or legal guardian(s) declared in the application, unless an authorized representative has been designated in writing. By submitting an application, parents/legal guardians consent to the collection, processing, storage, and verification of personal, academic, and medical information for legitimate admissions purposes in accordance with the Data Privacy Act of 2012 (R.A. 10173).

13. CONFIDENTIALITY OF ADMISSIONS RESULTS

Admissions test results, assessment records, and evaluation outcomes are confidential, form part of the School's internal evaluation process, and shall not be released to applicants or parents. Where appropriate, the School may provide a general discussion or clarification of the assessment outcome, subject to its established admissions procedures. Access to sensitive IBDP applicant information shall be limited to authorized personnel on a legitimate need-to-know basis.

14. ADMISSION DECISION AND NOTIFICATION

Only the official admission status communicated by the School shall constitute an applicant's admission status. An offer of admission to the School does not, by itself, constitute admission to the IBDP unless expressly stated in the official admission communication. For IBDP applicants, the School may communicate the school admission decision and the IBDP programme status separately, where applicable.

15. ADMISSION STATUS

The School may issue an admission status of Accepted, Provisionally Accepted, Waitlisted, Deferred, or Not Admitted, as applicable to the applicant and programme. For IBDP applicants, programme-specific outcomes may include Admitted, Admitted with Recommended Support, Deferred – For Further Evaluation, or Not Admitted to the Diploma Programme at This Time. A deferred or waitlisted status does not constitute a guarantee of subsequent admission and remains subject to applicable requirements, evaluation procedures, available capacity, and programme-specific criteria.



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16. DECLARATION OF COMMITMENT

Completion of the admissions process signifies the applicant's and parent(s)/legal guardian(s)' willingness to comply with the School's admissions policies and, upon admission, its rules, regulations, official issuances, and applicable provisions of the Student Acceptance Agreement and Parent Commitment (SAAPC).

Where admission is granted subject to specific conditions, undertakings, or commitments communicated by the School and acknowledged by the parent(s)/legal guardian(s), such conditions, undertakings, and commitments shall form part of the basis for the student's admission and shall be observed throughout the student's enrollment, subject to applicable School policies and procedures.

The School reserves the right to review a student's continued enrollment, in accordance with applicable School policies and procedures, when material conditions or commitments forming part of the basis for admission are not observed.

17. CATHOLIC IDENTITY

Colegio San Agustin Makati welcomes applicants of all faiths who respect the School's Catholic identity, Augustinian values, school policies, and participation in school activities appropriate to the educational programme.

18. STUDENT CONDUCT

Applicants are expected to demonstrate conduct consistent with the School's Catholic identity, Augustinian values, and standards of behavior. The Office of Admissions may consider an applicant's disciplinary history, together with other relevant information, as part of a holistic admissions evaluation. Admission decisions shall be made in accordance with the School's admissions policies.

19. REVIEW OF ADMISSIONS PROCESS / CONCERNS

Parents/Guardians who have questions or concerns regarding the admissions process may communicate with the Office of Admissions through the official channels designated by the School. Requests for review shall be considered in accordance with applicable School policies and procedures. The submission of a concern or request for review does not automatically suspend an application decision, enrollment deadline, or availability of a place unless otherwise determined by the authorized School office or committee

20. ADMISSIONS DISCRETION

The School reserves the right to grant, defer, conditionally grant, or deny admission based on the applicant's overall qualifications, the completeness and authenticity of submitted information, and the School's admissions policies. For IBDP applicants, programme-specific admission outcomes shall follow the decision categories established in the approved IBDP Intake Framework and shall not be interpreted as punitive conditional admission.



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II. IMPLEMENTATION

These Admission Guidelines and Policies shall be implemented together with the official Admissions Requirements, Admissions Process, and other applicable School policies and procedures for Academic Year 2027–2028.

For applicants to the IBDP, these general Admission Guidelines and Policies shall be read together with the approved CSA Makati IBDP Intake Framework. Where a programme-specific matter is addressed by the IBDP Intake Framework, the programme-specific procedure shall govern.

Where a matter is not expressly addressed in these guidelines, the applicable School policy, official administrative issuance, or decision of the authorized School office or committee shall govern.

For official admissions requirements, forms, schedules, and programme-specific information, applicants should refer to the Admissions Portal and official communications of Colegio San Agustin Makati