

STUDENTS ADMISSION

Qualifications

• **Preschool**

- For Nursery 2, the applicant must already be four (4) years old by August 31 of the school year applied
- For Kinder, the applicant must already be five (5) years old by August 31 of the school year applied

Source: DepEd Order No. 47 s. 2016 on "Omnibus Policy on Kindergarten Education"

• **Grade School**

- For Grade 1, the applicant must have completed the Department of Education accredited Kindergarten program by the end of the school year and must have been issued a Kindergarten Certificate of Completion with the pupil's Learner Reference Number (LRN)

• **Grade 2 to Grade 12**

- A Grade 2 to 12 student applicant must have completed his/her current level at the end of the school year and must have a good mark in conduct

A student who had enrolled in Manresa School and eventually transferred to another school shall be treated as a new student upon his/her return to Manresa School.

Application Schedule

- Start: January (until slots are available)

Application Requirements

1. Duly Accomplished Application Form
2. PSA Birth Certificate
3. Copy of Baptismal Certificate
For Non-Catholic applicants, submit a duly accomplished Waiver for Non-Catholic
Download here: <https://bit.ly/MSNonCathWaiver>
4. I.D. Pictures (size: "2 x 2")
5. Copy of the Summary of Immunization Records
6. Latest copy of the Report Card with Learner's Reference Number (LRN)
7. Certificate of Good Moral Character (for Grade 1 to 12 applicants only)
8. Kindergarten Certificate (for Grade 1 applicants only)
Download here: <https://bit.ly/MSKinderCertificate>
9. Recommendation Letter from the Class Adviser and Guidance Counselor (Gr. 3 to Gr. 6 only)
Download here: <https://bit.ly/MSRecommNew>
10. ESC Certificate, if applicable (for grade 8 to 10 applicants only)



For Filipino Students from School Abroad

In addition to the above-mentioned requirements, Filipino students from Schools abroad must submit the following:

1. Authentication Certificate from the Office of the Philippine Embassy of all his/her academic records (report cards/ transcript of records)

Application Procedure

1. Fill out the Application Form via the Admission Portal (www.manresaschool.edu.ph). Download the Recommendation Form, Waiver for Non-Catholics (if applicable).
2. Upload the required documents for evaluation, then submit.
3. A confirmation receipt will be sent through email and/or SMS along with the Application ID and Password.
4. The student applicant will be notified of a scheduled examination and interview by the Principal/ Asst. Principal through an email and/or SMS email and/or SMS.
5. Pay the non-refundable admission fee of Php500.00 onsite through the Treasurer's Office or online through fund transfer to the school's bank accounts:
 - Metrobank and Trust Company
Account Name: Manresa School, Inc.
Account Number: 034-3-034-32115-0
BF Homes Branch – Aguirre Ave., BF Homes, Parañaque City
 - Security Bank
Account Name: Manresa School, Inc.
Account Number: 0322-024152-201
BF Homes Branch – President's Ave., BF Homes, Parañaque City
6. Result of Admission Status will be received through email and/or SMS.

Reservation and Confirmation of Enrollment

Qualified applicants are requested to secure slots by paying the reservation fee of Php 5000.00 onsite or through a fund transfer. Reservation payment is deductible from the fees during enrollment but this is non-transferable and non-refundable.

Note:

- a. On a case-to-case basis, the applicant may be required to submit other documents aside from what had been mentioned upon evaluation of the admission application.
- b. Original/ Final Report Card (with LRN, Level of Promotion, and School Dry Seal) must be submitted to the Registrar's Office upon confirmation of enrollment
- c. All submitted documents shall not be returned and shall become the property of Manresa School.
- d. All matters concerning admission will be directed to the Principal

