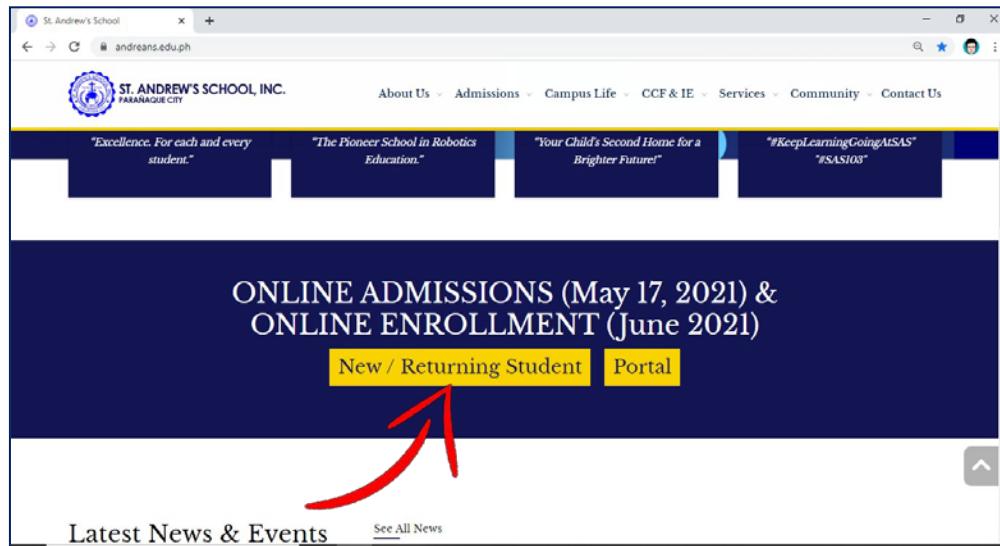


ONLINE APPLICATION FOR ADMISSION and ENROLLMENT PROCEDURE (NEW STUDENT APPLICANTS, TRANSFEREES and RETURNING STUDENTS)

STEP 1: Go to our school website (andreans.edu.ph), and then click the **New/Returning Student** button.



STEP 2: Fill out and complete the **Application for Admission**.

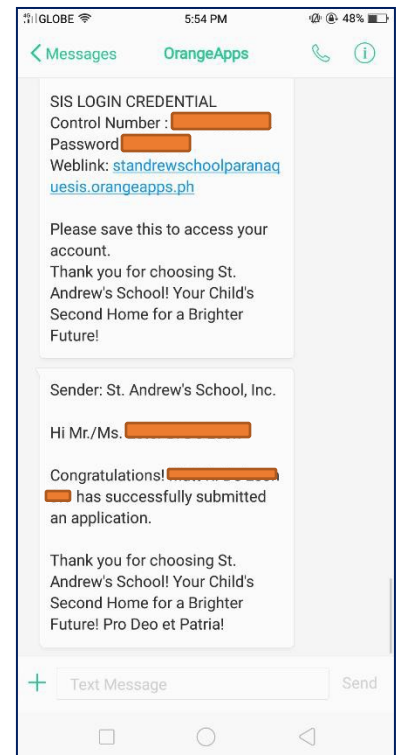
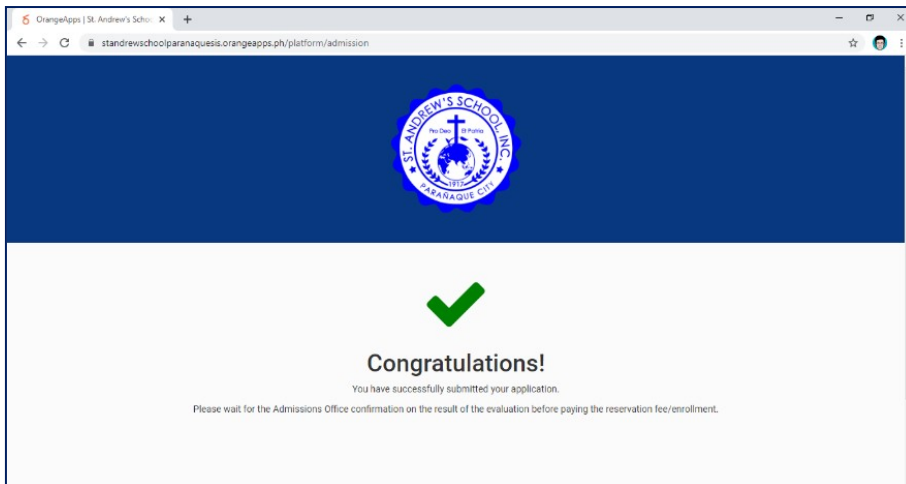
- ✓ STUDENT PERSONAL & SCHOLASTIC INFORMATION
- ✓ EDUCATIONAL BACKGROUND
- ✓ FAMILY BACKGROUND
- ✓ HEALTH
- ✓ ALUMNI
- ✓ OTHER INFORMATION
- ✓ REQUIREMENTS (*Please make sure to **UPLOAD** all the requirements needed for the interview*)



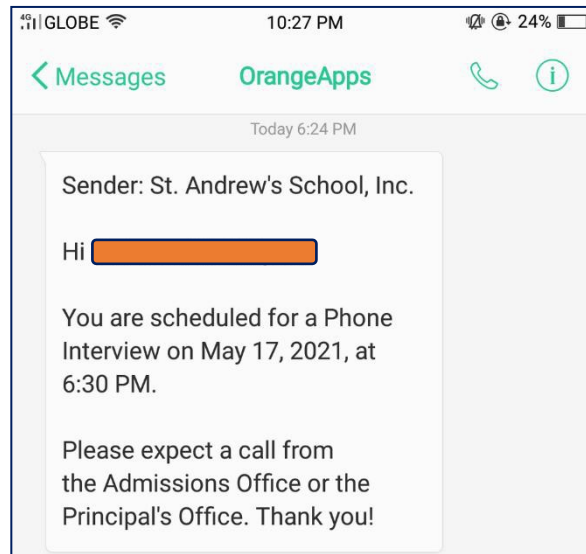
STEP 3: Put a **check mark (✓)** on the Agreement for Data Privacy and on CAPTCHA-I'm not a robot, then click on **SUBMIT**.

The screenshot shows a web browser window with the URL `standrewschoolparanaquesis.orangeapps.ph/platform/admission`. It features a list of document requirements with 'Upload' buttons: Birth Certificate authenticated by the PSA, Baptismal Certificate, Parent's Marriage Contract (if married), Two (2) pcs. 1' x 1" latest ID photo with nametag, and Recent diagnosis from Developmental Pediatrician (SpEd Applicants Only). Below this is a checked checkbox for the data privacy agreement, followed by a CAPTCHA 'I'm not a robot' and a 'SUBMIT' button. Red circles highlight the checked checkbox, the CAPTCHA, and the SUBMIT button.

STEP 4: Once you have submitted the application, you will receive a SIS Login Credential Control Number and a Password via **SMS** or **email message**, and also a notification to the parent or guardian assigned.

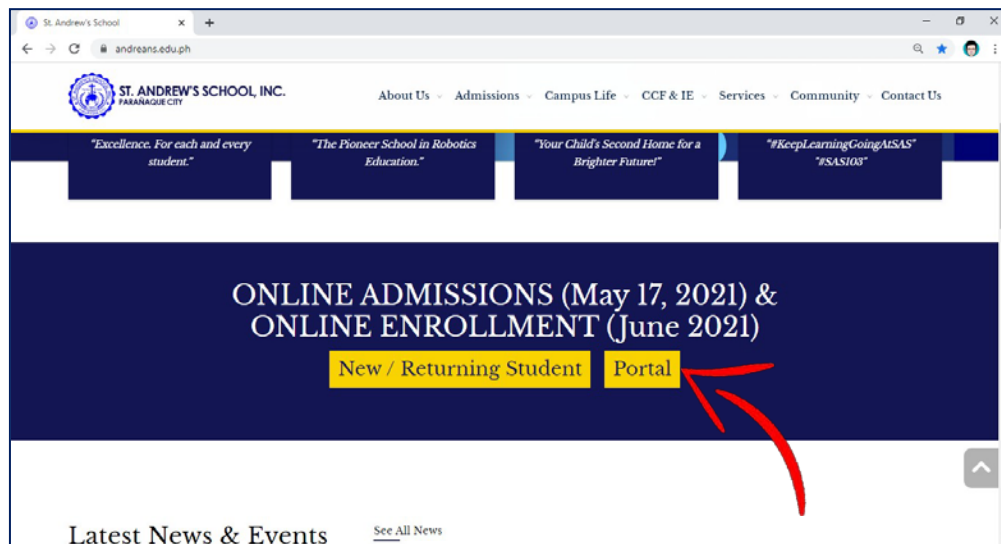


STEP 5: WAIT for the **SMS** or an **email message** for the schedule of your **phone interview** from the Admissions Office. (**Note:** The student and the parent / guardian assigned will receive the notification messages.)

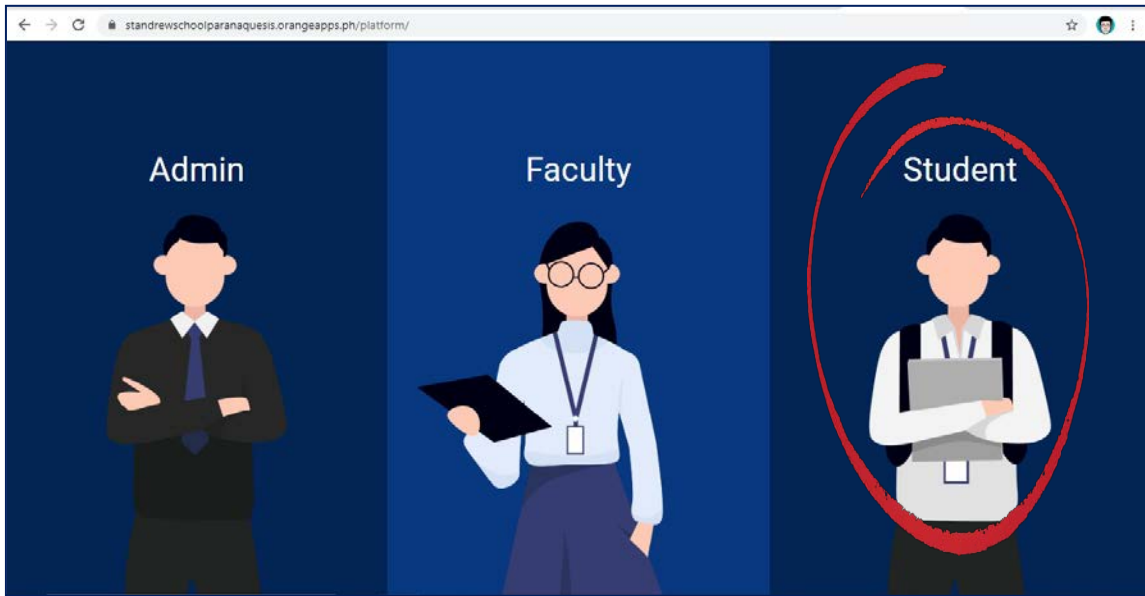


STEP 6: After the interview, proceed to the enrollment process.

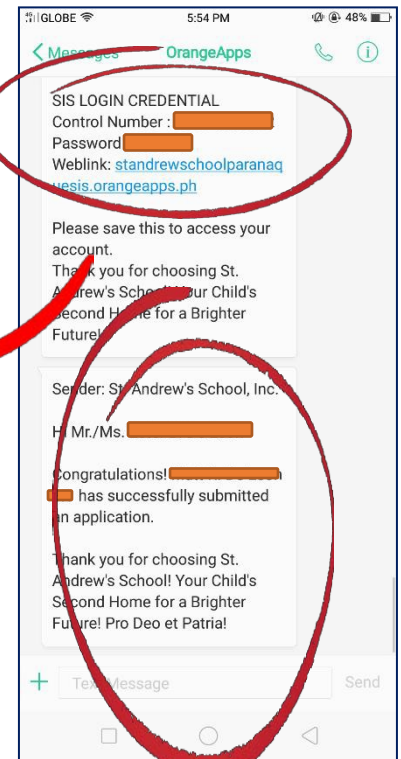
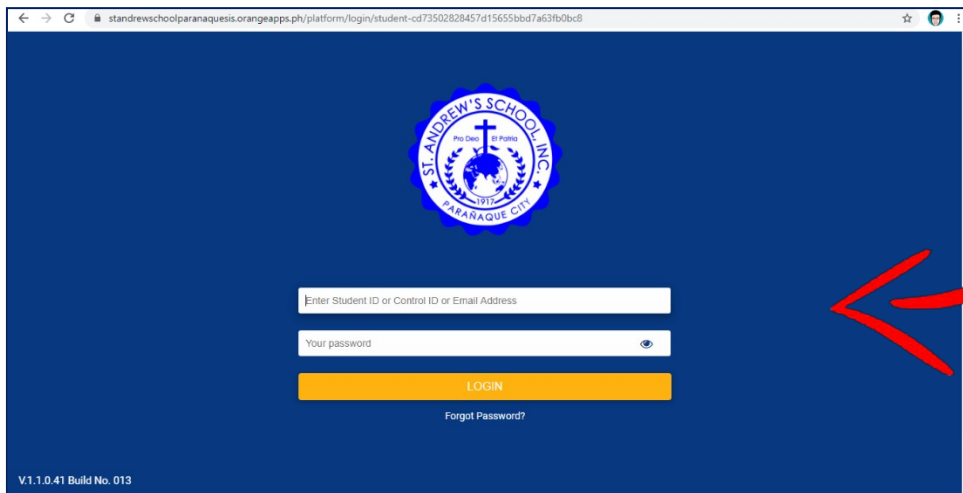
STEP 7: Go to our school website - andreans.edu.ph and then click on **PORTAL**.



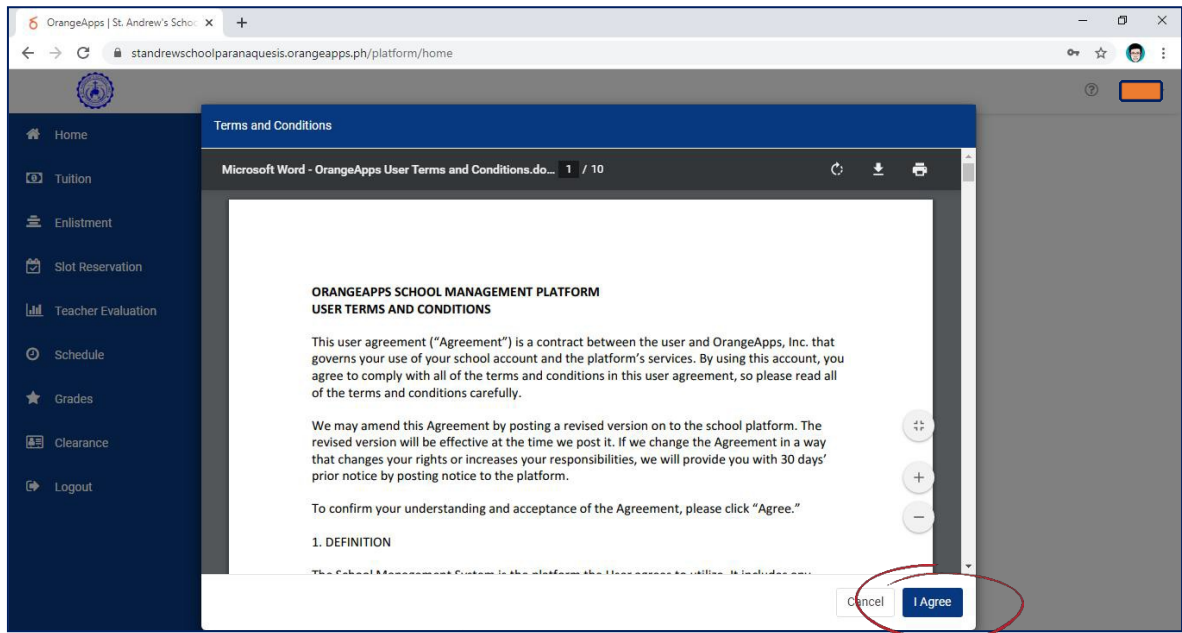
STEP 8: Select STUDENT.



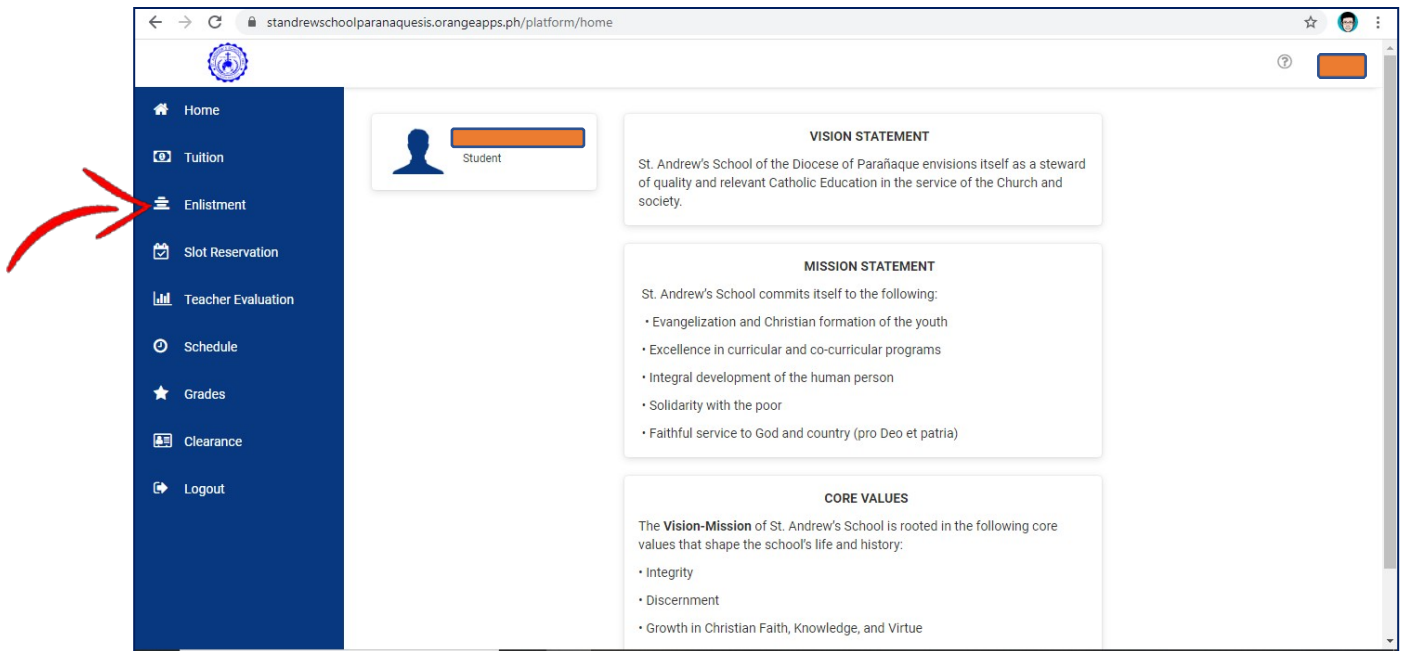
STEP 9: LOG IN to your SIS Account using the **Control ID Number** and **Password** sent to you via SMS or email.



STEP 10: For first time user, please click on the **I Agree** button for the Terms and Conditions window.



STEP 11: Click **ENLISTMENT** from the sidebar menu.



STEP 12: Scroll down and then click the **NEXT** button.

The screenshot shows the 'Educational Background' section of the application. It contains three main categories, each with a '+ Add' button:

- Prep/Kinder/Nursery:** Includes fields for School ID, School Name (SAS), School address (La Huerta), Grade from (Nursery), Grade to (Preparat), SY from (1995), and SY to (1997). A 'Type of school' dropdown is set to 'Private'.
- Grade School:** Displays 'No Grade School History' and a '+ Add Grade School' button.
- Junior and Senior High School:** Displays 'No Junior and Senior High School History' and a '+ Add Junior and Senior High School' button.

A blue button labeled 'Next' with a right-pointing arrow is circled in red at the bottom right of the form area.

STEP 13: Select on the **PAYMENT PLAN** (Full Payment, Semi-Annual, Quarterly or Monthly). Put a check mark (✓) on the Enrollment Terms. Click the **SUBMIT ENLISTMENT** button.

The screenshot displays the 'Assessment Breakdown' and 'Terms and Agreement' section. It includes the following data:

Assessment Breakdown:

Tuition		Miscellaneous Fee	
Tuition Fee	21,777.00	Total Miscellaneous Fee	5,200.00
Balance Forwarded	0.00	Other Fees	
Back Subject Fee	0.00	Total	6,025.00
		Scholarships/Discounts/Gov't. Subsidy	
		Total	0.00

Select Payment Plan:

Payment	Due Date	Assessment	Balance
Full Payment		33,002.00	33,002.00
Total		33,002.00	33,002.00

Terms and Agreement:

Enrollment Terms (View)

* By ticking the box, you are saying that you have understood and agreed to the enrollment terms and policies of the school.

Buttons: ← Prev, **Submit Enlistment**



STEP 14: PAY your **Enrollment Fee** via BDO branch, mobile banking transaction, online fund transfer or preferred payment mode.

- Here is the instruction on how to process your alternative payment method that can be seen on our school website and our official school Facebook page:



ST. ANDREW'S SCHOOL, INC.
475 Quirino Ave. La Huerta, Parañaque City, 1700
www.andreans.edu.ph

Alternative Payment Method

A. Deposit the amount to the school's bank account with details below:

Bank: Banco De Oro - La Huerta Branch
Account Name: ST. ANDREW'S SCHOOL, INC.
Account Number: 005260060599

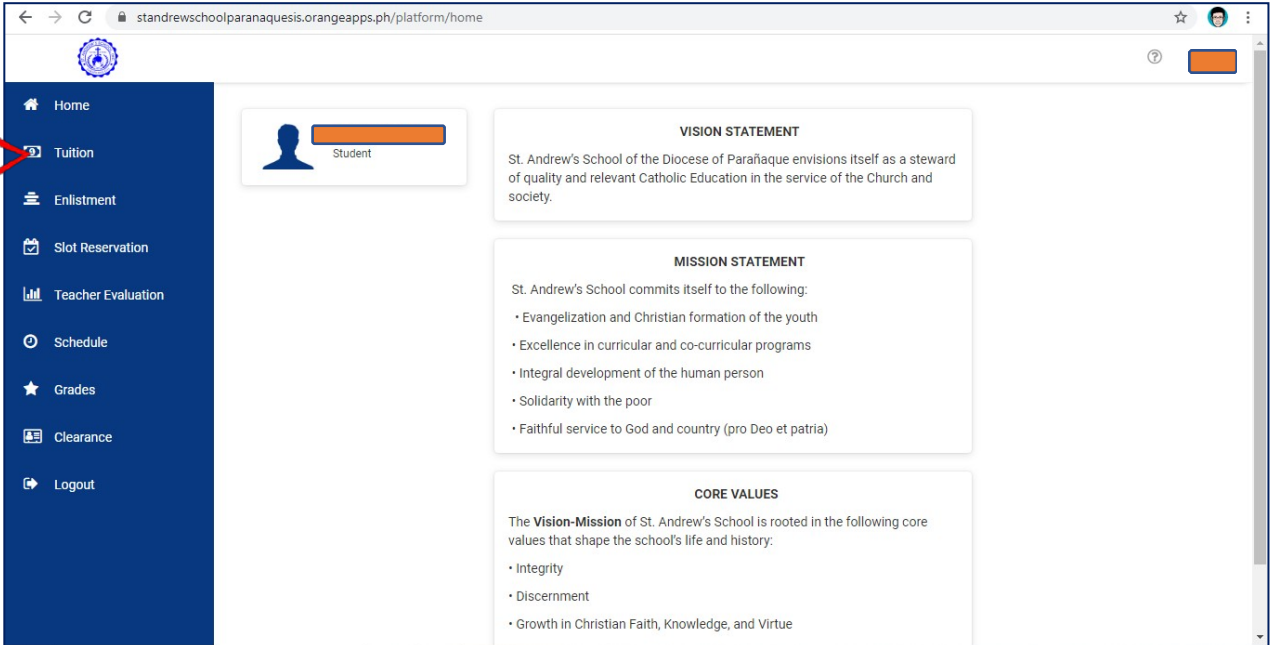
B. Scan / take a picture of the deposit slip for bank deposit or screenshot the transaction receipt for mobile banking payment/online fund transfer.

Contact us
8826-2129 ; 8820-7995; 8829-3632

 @SASPque  @andreans_edu_ph

Pro Deo et Patria!

STEP 15: Click TUITION from the sidebar menu.



standrewschoolparanaquesis.orangeapps.ph/platform/home

- Home
- Tuition**
- Enlistment
- Slot Reservation
- Teacher Evaluation
- Schedule
- Grades
- Clearance
- Logout

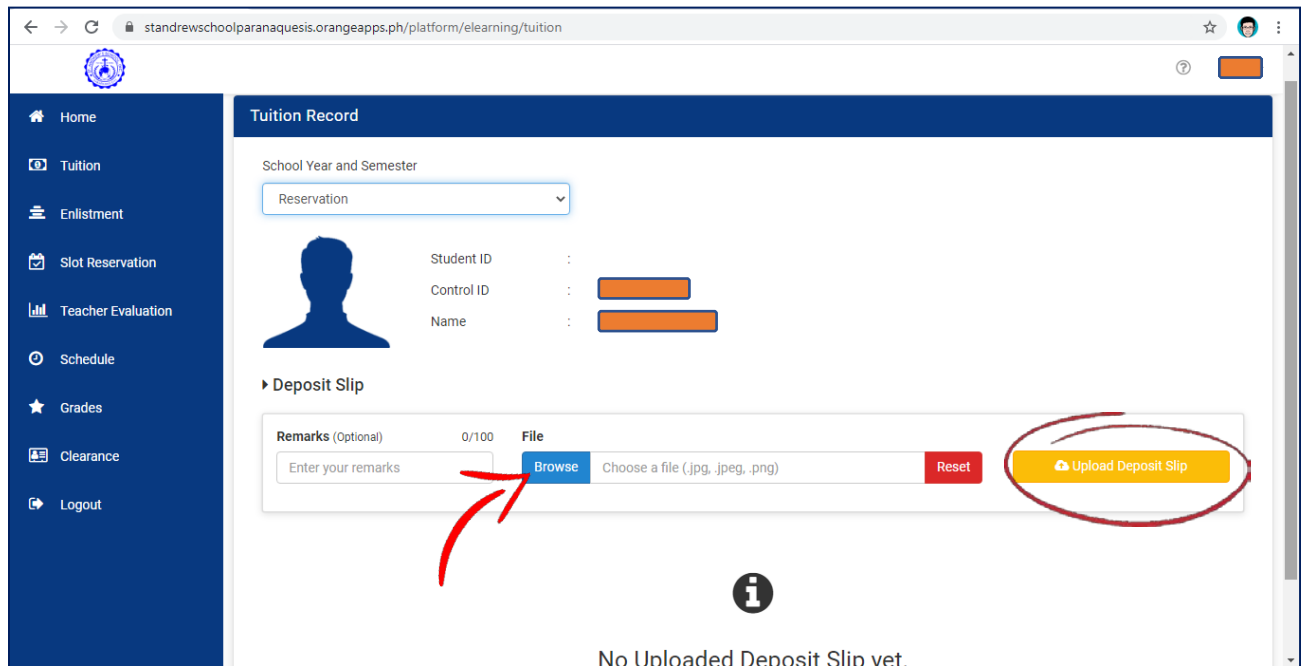
VISION STATEMENT
St. Andrew's School of the Diocese of Parañaque envisions itself as a steward of quality and relevant Catholic Education in the service of the Church and society.

MISSION STATEMENT
St. Andrew's School commits itself to the following:
• Evangelization and Christian formation of the youth
• Excellence in curricular and co-curricular programs
• Integral development of the human person
• Solidarity with the poor
• Faithful service to God and country (pro Deo et patria)

CORE VALUES
The **Vision-Mission** of St. Andrew's School is rooted in the following core values that shape the school's life and history:
• Integrity
• Discernment
• Growth in Christian Faith, Knowledge, and Virtue

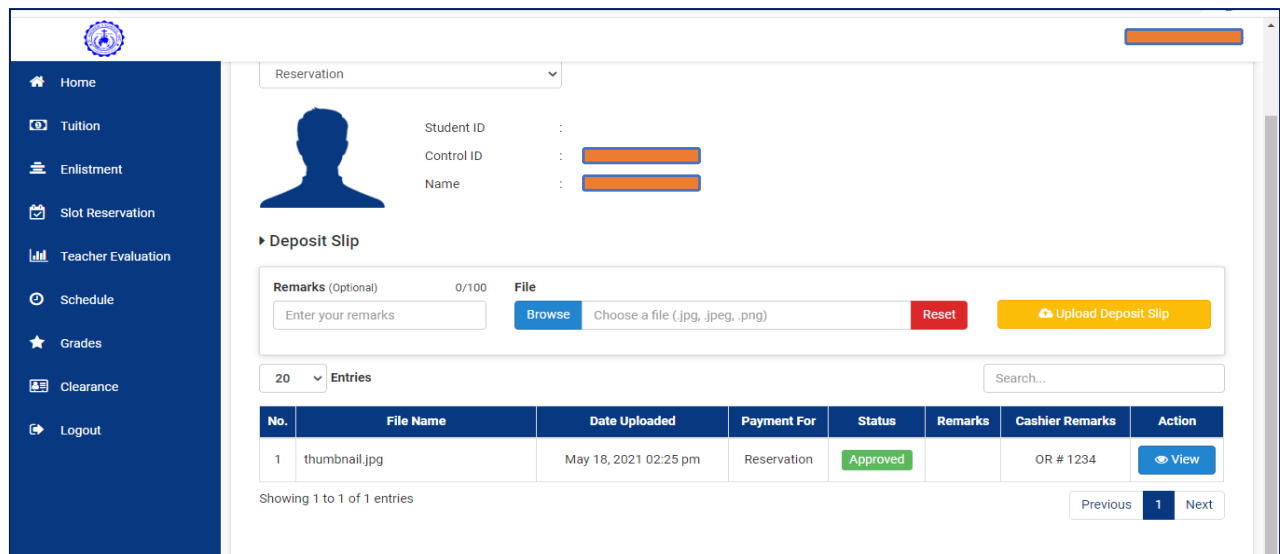


STEP 16: Click **Browse** to attach the copy of the proof of payment, and then click the **Upload Deposit Slip** button to submit.



STEP 17: Please **WAIT** for at least 2-3 working days to validate your online payment. Always check the **PORTAL > STUDENT > TUITION** pages if the payment has been **APPROVED** by the Accounting Office.

*(Note: If you receive a SMS or an email that it was **REJECTED**, please re-submit or re-upload the file needed.)*



STEP 18: Wait for a SMS Enrollment confirmation, or you can log in to your account and check the enrollment status.

(REMINDER: Always check the official website - andreans.edu.ph and the social media account of St. Andrew's School for other details and updates for the Academic Year 2021-2022.

Kindly call our **ADMISSIONS OFFICE** at 8826-2129 / 8788-0411 / 8820-7995 / 8829-3632 / 8829-0173 / 0917-596-0808 or email them at **admissions@andreans.edu.ph** for **QUESTIONS** and **QUERIES**.

