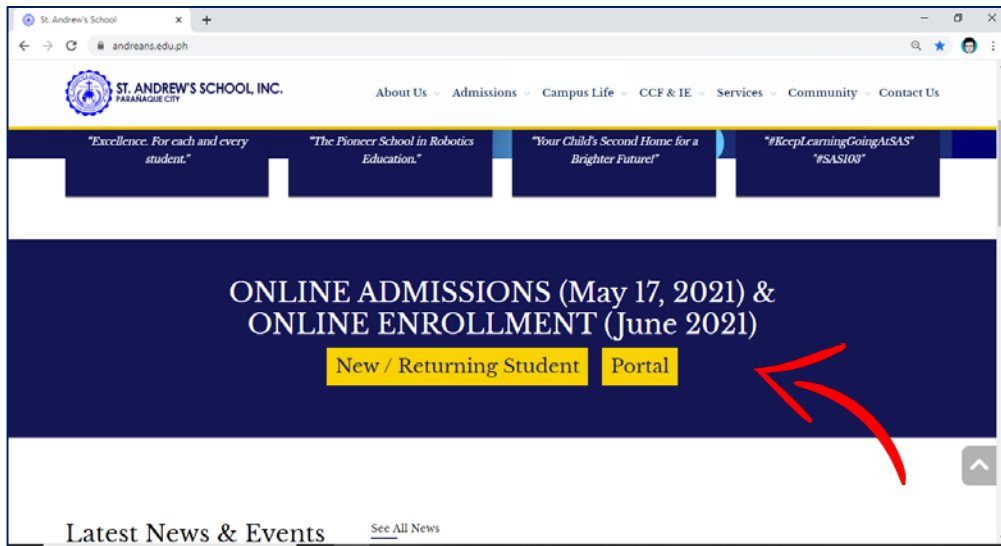
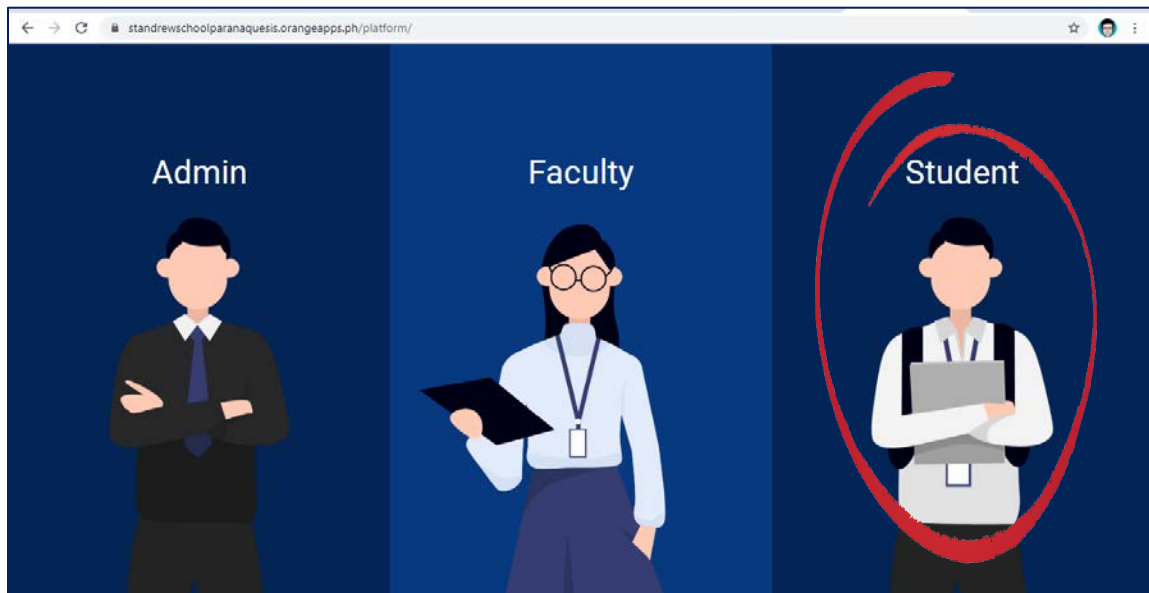


ONLINE ENROLMENT PROCEDURE (OLD STUDENTS)

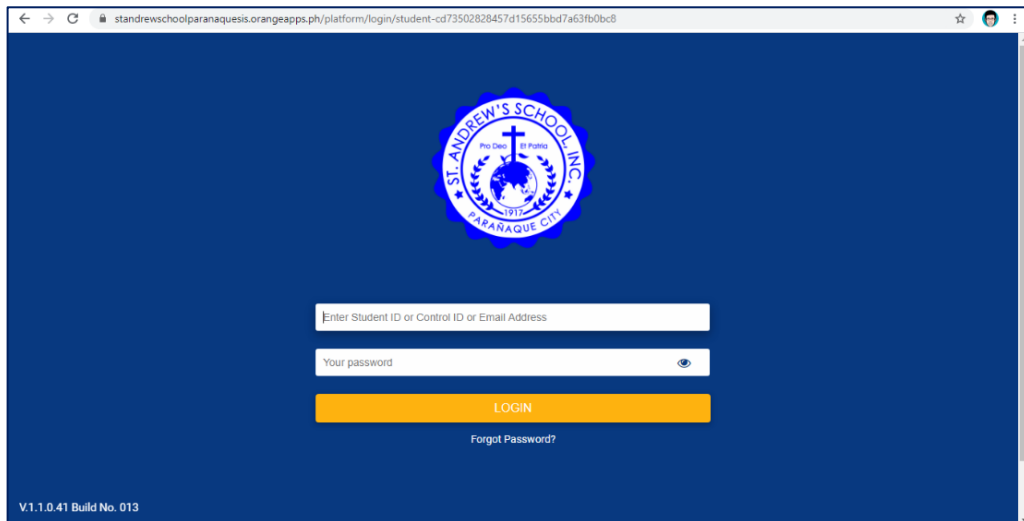
STEP 1: Go to our school website - andreans.edu.ph and then click the **PORTAL** button.



STEP 2: Select and click **STUDENT**.



STEP 3: LOG IN to your SIS Account using the **Student ID Number** and the **Password**.

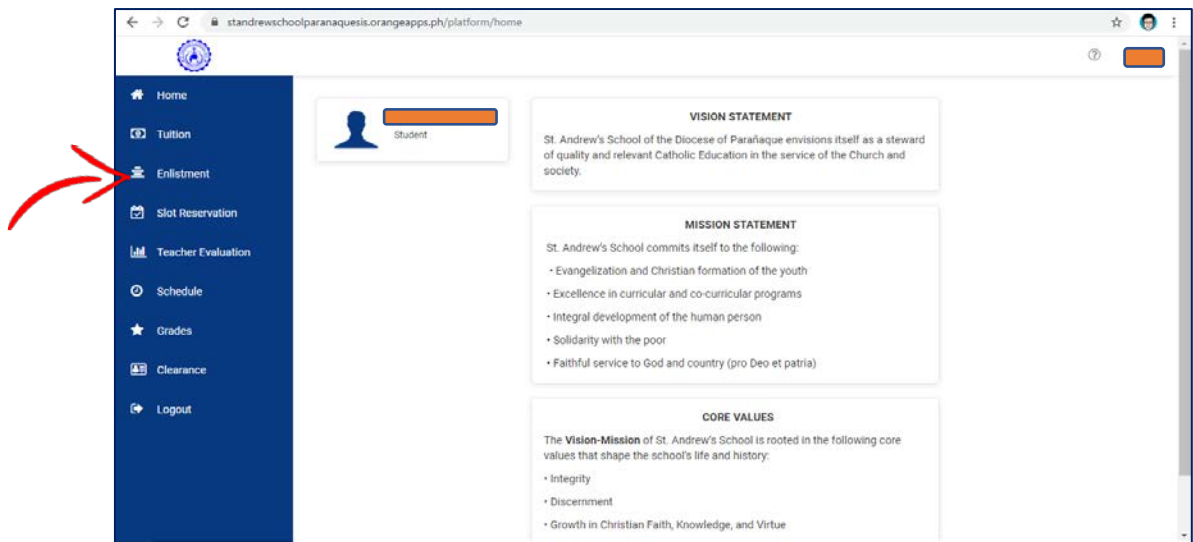


By default:

USERNAME: Student ID Number ex. 12-1234

PASSWORD: Student ID Number + Last Name ex. 12-1234delacruz

STEP 4: Click on **ENLISTMENT** on the side menu bar.



NOTE:

- a. If you received a remark that shows **UNABLE TO ENROLL / ENLIST ONLINE**, please contact or proceed to the school Registrar's Office before proceeding to the enrollment process.
- b. If you received a remark about **UNSETTLED ARREARS** or outstanding balance from the previous school year, contact the Accounting Office to settle the account before continuing to the enrollment process.



STEP 5: UPDATE the Personal Information of the student, then click **NEXT** for the Enlistment process.

The screenshot shows the 'Educational Background' section of the enrollment form. It contains three main categories with their respective history status and add buttons:

- Prep/Kinder/Nursery:** School ID: [], School Name: SAS, School address: La Huerta, Grade from: Nursery, Grade to: Preparat, SY from: 1995, SY to: 1997. Type of school: Private. Button: + Add Prep/Kinder/Nursery
- Grade School:** No Grade School History. Button: + Add Grade School
- Junior and Senior High School:** No Junior and Senior High School History. Button: + Add Junior and Senior High School

The 'Next' button is circled in red at the bottom right of the form.

STEP 6: 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. The 'Assessment Breakdown' table is as follows:

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

The 'Select Payment Plan' section shows 'FullPayment' selected. Below it is a table:

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

The 'Terms and Agreement' section has an unchecked checkbox for 'Enrollment Terms (View)'. A note states: '* By ticking the box, you are saying that you have understood and agreed to the enrollment terms and policies of the school.' The 'Submit Enlistment' button is highlighted in blue.



STEP 7: 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

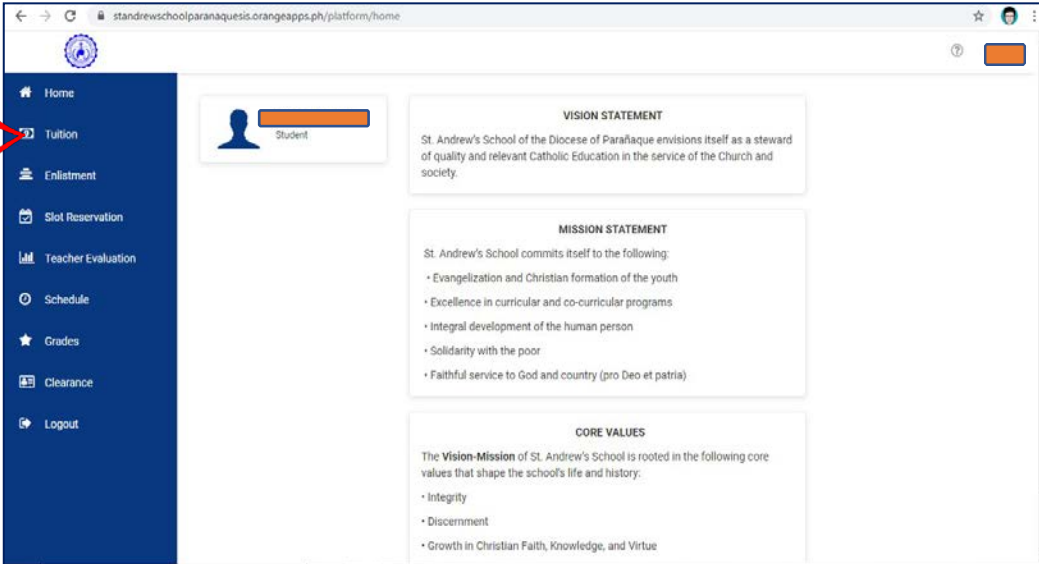
B. Scan / take a picture of the deposit slip for bank deposit or screenshot the transaction receipt for mobile banking payment/online fund transfer.

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

[@SASPque](#) [@andreans_edu_ph](#)

Pro Deo et Patria!

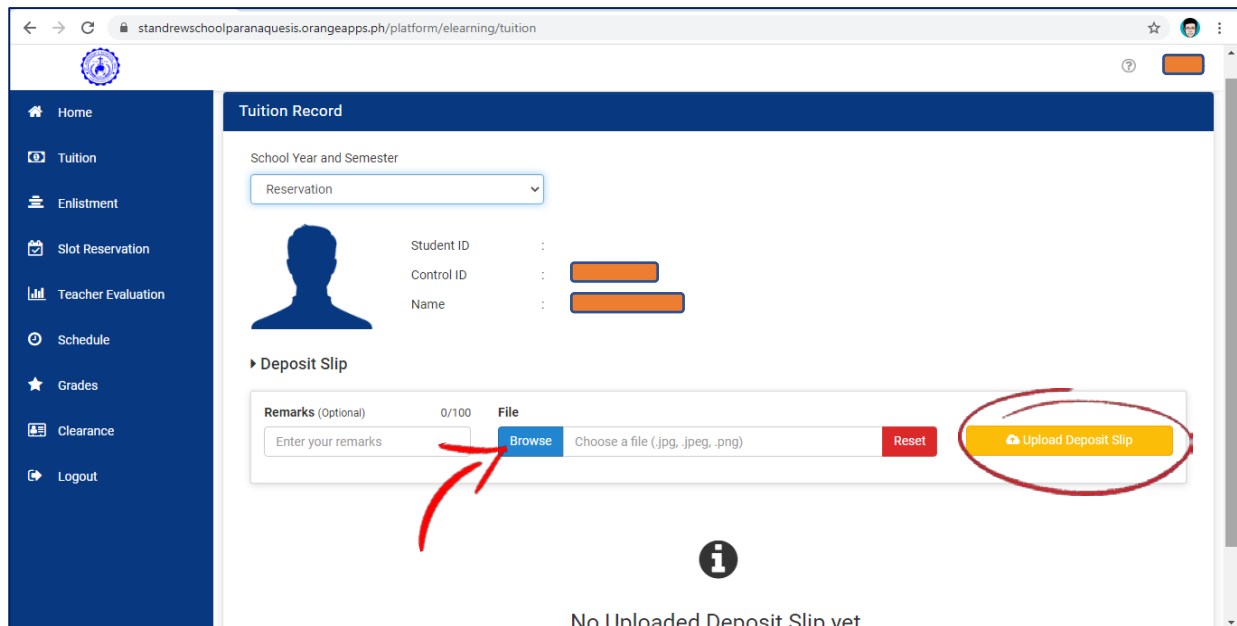
STEP 8: Click **TUITION** from the sidebar menu.



The screenshot shows a web browser window with the URL standreesschoolparanaqueis.orangeapps.ph/platform/home. The page features a dark blue sidebar menu on the left with the following items: Home, Tuition (highlighted with a red arrow), Enrollment, Slot Reservation, Teacher Evaluation, Schedule, Grades, Clearance, and Logout. The main content area is white and contains three sections: VISION STATEMENT, MISSION STATEMENT, and CORE VALUES. The VISION STATEMENT reads: "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." The MISSION STATEMENT reads: "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)" The CORE VALUES section reads: "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"

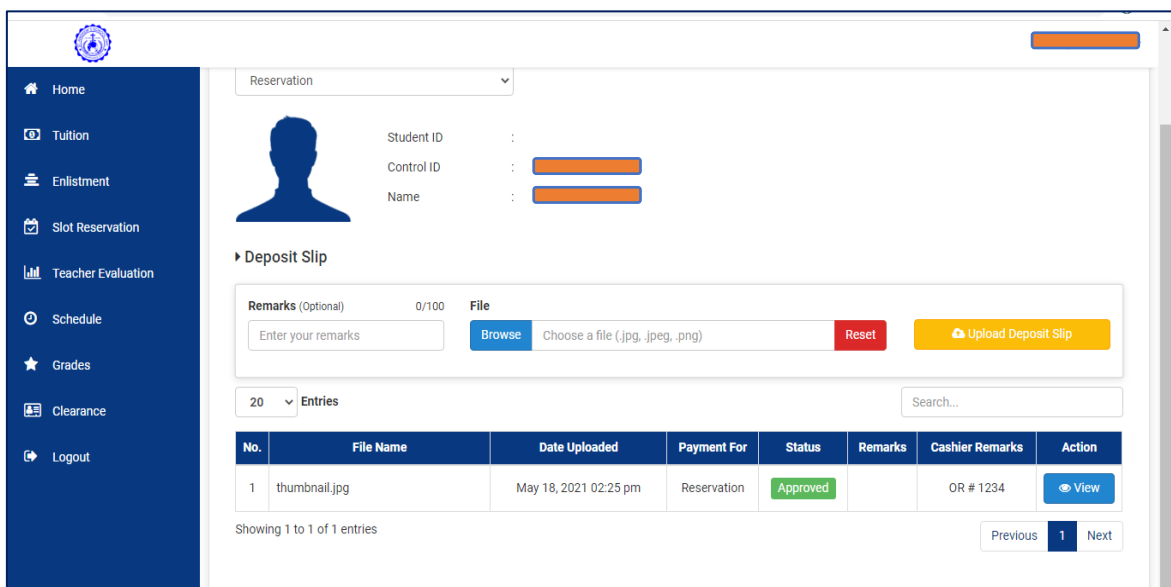


STEP 9: Click **Browse** to attach the copy of the proof of payment, and then click the **Upload Deposit Slip** button to submit.



STEP 10: 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 11: 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 **SAS HELPDESK TEAM** at 8826-2129 / 8788-0411 / 8820-7995 / 8829-3632 / 8829-0173 / 0917-596-0808 or email the following offices for any **QUESTIONS** and **QUERIES**:

New Applicants, Application Requirements, Interview

admissions@andreans.edu.ph

School Requirements, Enlistment, F-137, PEAC / FAPE Voucher, ESC Subsidy

registrar@andreans.edu.ph

Password, Reset, Error Logging In

mis@andreans.edu.ph

Discounts, Deposit Slip, Official Receipt, Arrears

finance@andreans.edu.ph

