

**DE LA SALLE SANTIAGO ZOBEL SCHOOL
GUIDELINES FOR ADMISSION TO KINDER
ACADEMIC YEAR 2015-2016**

Application Period: September 3 – October 24, 2014

Open House: October 4 and 11, 2014

Time: 10:00 AM – 12:00 NN

Venue: Pre-Kinder and Kinder A Classrooms (Br. Andrew Gonzalez FSC Hall)

Visitors' Entrance: Gate 2 along University Avenue

Age Requirement:

The applicant must already be **four (4) years and eight (8) months old by June 2015.**

Documents to be Submitted:

1. Certified True Copy of Birth Certificate issued by the National Statistics Office;
2. Certified True Copy of Baptismal Certificate (for Catholics);
3. Two (2) recent 1×1 photos with complete name of the student to be printed at the back of each picture (close up, white background).
For Boys: proper haircut, no colored hair, no long bangs, no earrings.
For Girls: no dangling earrings, no make-up, simple hairdo
4. Certification from AAVA, if applicant is a resident of Ayala Alabang Village;
5. Document to show if parent is an alumnus/alumna of ANY La Salle school;
6. Certificate of Good Moral Character from the school attended;
7. Recommendation form, which may be downloaded from www.dlszobel.edu.ph

For Foreign Students (in addition to the above-mentioned documents)

1. Copy of Birth Certificate from the Office of the Civil Registry of the respective country of birth, translated into English, or Embassy Certification of birth details;
2. Special Study Permit and/or Alien's Certificate of Registration I – card issued by the Bureau of Immigration
3. Photocopy of Passport
4. Identification Certificate as Filipino Citizen issued by the Bureau of Immigration (for applicants with dual citizenship);

APPLICATION PROCEDURES

All applications must be done online.

1. Fill out the Application Form through the website (www.dlszobel.edu.ph) and then click Submit. Print out Confirmation Slip.
2. Submit Confirmation Slip to the Admissions Office, together with the required documents.
3. Pay the Application Fee of PhP 550.00 for Filipinos or USD 75.00 for foreign students at the Accounting Office. The fee is non-refundable.
4. Present the Application Fee receipt to the Admissions personnel to secure the test permit.
5. Test Permit will be given after complying with the requirements and procedures.

**ONLY APPLICANTS WHO HAVE SUBMITTED COMPLETE REQUIREMENTS
WILL BE GIVEN A TEST PERMIT.**

IMPORTANT DATES:

Testing Period	Release of Results	Confirmation of Enrollment
Nov. 11-25, 2014	Dec. 11, 2014	February 2 – 6, 2015
Nov. 27, 2014 - Jan 9, 2015	January 27, 2015	

RELEASE OF TEST RESULTS

Test Results may be claimed from the Admissions/Registrar's Office (Monday to Friday 7:30 am to 11:00 am and 12:30 pm to 3:30 pm only) or may also be checked online.

1. Only parents of applicants are eligible to receive the results of their child's tests. Other representatives will have to present an authorization letter to claim the results.
2. Telephone inquiries regarding the test results will NOT be entertained.
3. Parents of accepted applicants should confirm enrollment on the dates indicated in the acceptance letter

PROCEDURE FOR CONFIRMATION OF ENROLLMENT

1. Pay the Development Fee at the Accounting Office. This is a non-refundable payment made upon confirmation of enrollment. (Only Filipino Students, however, are given an option to pay in 2 installments: PhP15,000.00 upon confirmation and the remaining PhP15,000.00, to be settled in February 2015.)
 - PhP 30,000.00 - Filipinos
 - USD 1,500.00 - Foreign Students
2. Submit the accomplished Development Fee form, official receipt of Development Fee payment, and Student Personality Appraisal to the Registrar's Office.

ENROLLMENT

Enrollment Dates: February 19 & 20, 2015

The first 15 Enrollees who had submitted ALL documents and had paid the initial matriculation fees will be given priority for the morning session.

Class Schedule:

Morning Session: 7:30– 11:30 AM
Afternoon Session: 11:45 – 3:45 PM

Reply Slip

To: Admissions Office

I have read and understood the guidelines for admission to KINDER for Academic Year 2015-2016.

Conforme:

Printed Name of Parent/Guardian & Signature

Date