



Academia de Sophia International
8 Southdrive, Baguio City

ENROLMENT POLICY, PROCEDURES AND REQUIREMENTS

Read the following admission policy, procedures and requirements before proceeding for the application and enrolment.

ADMISSION POLICY

Admission to Academia de Sophia International is subject to the terms and conditions prescribed by the School.

AdSI is primarily an academic – oriented institution and that attendance and participation in all school activities as well as completion of all academic tasks are required. No exemption shall be granted by any reason except of illnesses and emergency cases.

As acceptance in the School is a privilege, the School reserves the right at any time to refuse admission and re- admission of any student under lawful conditions that include the following:

1. academic deficiency
 2. violation of and/or refusal to abide and follow the school's rules and regulations by the student/s and/or by the parents/guardians
 3. deficiency in other requirements
 4. other conditions subject to the discretion of the School
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REQUIREMENTS AND ENROLMENT PROCEDURES

A. Procedure

1. For New Student: Obtain, complete and submit application form (Form 1) available from the Registrar's Office or may be downloaded from the School's website www.academiadesophia.com and pay testing fee of P200.00.

Take the qualifying examination. Then proceed to Step 2.

Note: An interview may be required to all students and parents before reservation.

2. Pay reservation fee which is deductible from the total school fees and is nonrefundable in the following circumstances:
 - a. not proceeding with the enrolment
 - b. withdrawal from enrolment any time of the school year

Note: Reservation is optional. However, slots are not reserved when no reservation is made.

3. Complete and submit Forms 2, 3, 4, and 5.
4. Pay required initial payment.
5. Attend scheduled orientation program.

B. Requirements

1. Entering Student in Grade 1 and Grade 7 and transferring elementary student
 - a. Photocopy of Report Card (Form 138).Transferring High School Student
 - a. Certified True Copy of the Official Transcript of Records (Form 137).
 2. Photocopy of Birth Certificate
 3. Certificate of Good Moral Character from the Previous School Attended (if applicable)
 4. Completed Forms 2, 3, 4 and 5.
 5. 4 copies of 2 x 2 ID pictures with white background
 6. 1 long folder
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Academia de Sophia International
3 Southdrive, Baguio City

Please Attach 2 x 2
Photo Here

ASSESSMENT APPLICATION

FORM 1

_____	_____
Family Name	First Name
Birthdate/Age:	_____
Address:	_____
Grade Level Applying For:	_____
Last School Attended:	_____
Average Grade in the Previous School:	_____
Reason for Transferring:	_____
How did you know about our School?	_____

I hereby understand that this application is primarily intended for the qualifying examination and does not guarantee any form of admission nor reservation into the School. Further, passing the qualification examination is not the sole basis for my admittance in this school, but through fulfilling all requirements. By affixing my signature herein, I certify that all information are correct and true and that any misrepresentation means forfeiture of any possible enrolment.

Applicant's Signature Over Printed Name

Parent's/Guardian's Signature Over Printed Name

PARENTS' CONTRACT

FORM 4

This is an agreement or contract entered into by Academia de Sophia International, Inc., a private, nonsectarian school, duly recognized by the Department of Education, located at South Drive, Baguio City, represented in this instance by _____

Officer – In – Charge/ Principal

and _____ of _____.

Parent/Guardian

Student

WHEREAS, ACADEMIA DE SOPHIA INTERNATIONAL, INC. is committed at providing the best quality of education that the child deserves where all activities, systems and procedures within the school are founded on its philosophy, mission, and vision and motto:

WHEREAS, I/we, as parent/s/guardian/s, has/have made a decision to enroll my/our child/ren at ACADEMIA DE SOPHIA INTERNATIONAL, INC. aware of its philosophy and mission – vision:

WHEREAS, my/our decision to enroll my/our child/ren at ACADEMIA DE SOPHIA INTERNATIONAL is upon my/our own desire and will to be a partner in the education of my/our child/ren.

NOW, THEREFORE, in consideration of the following, I/we agree with the following:

1. I/we agree to send my/our child/ren/ward to school everyday except for reason of illness, on time and prepared for work. I/we agree to bring my/our child/ren/ward before class time so as for him/her to attend classes.
2. For whatever problem or concerns about my/our child/ren, or any situation, conflict and misunderstanding indirectly and directly related to my/our child/ren/ward, I/we agree to immediately contact the teacher/adviser concerned or the principal to personally discuss and settle such matter.
3. Extra curricular activities are part of the school program, and play a significant role in the integral development of the child. I/we therefore agree to let my/our child/ren/ward actively attend and participate in the activities and programs done outside the classroom.
4. I/we agree to work closely with the classroom teachers in all situations in whether at home or in school by attending programs, meetings and conferences, and activities to ensure that my/our child/ren/ward will think and act with honesty, integrity, humility, and perseverance.
5. I/we agree to provide a suitable place and time for homework and to review, sign and return the homework notebook daily.
6. I/we agree to limit and manage the time that my/our child/ren/ward spend with televisions, video games and other noneducational activities during class days.
7. In support for the care of properties of the school in accordance with the policy on handling the textbooks, I/we agree to oversee my/our child/ren/ward in using books with proper care, and return the issued books at the end of the school year in the best of its condition. In any case that the books is destroyed or mishandled, I/we understand and agree to pay 150% of the original price, or to replace it with the same book.

8. The safety of my/our child/ren/ward in coming to and fro to school is our responsibility. I/we therefore agree to ensure transportation of my/our child/ren/ward duly informed and recognized by the school.
9. I/we agree to attend, participate and initiate teacher- parent conferences at all times and to personally obtain the report card of my/our child/ren/ward as informed to me by the school and to discuss the progress of my/our child/ren/ward.
10. In any case where the subject teacher identifies the necessity for my/our child/ren/ward to attend remedial classes beyond regular class hours, I/we agree to let my/our child/ren/ward to stay in school as scheduled.
11. I/we understand that enrolment in Academia de Sophia International is a privilege, therefore, I/we, as parent/s/guardian/s, agree to abide and follow the School's rules, regulations, policies and standard operating standards. I/we understand that the School has the right and academic freedom to refuse the readmission and to require withdrawal of my/our child/ren/ward from the School at any instance that I/we refuse or fail to abide and follow the rules and regulations of the School.
12. Finally, I/we understand and agree that not fulfilling these agreements may result to a request to appear before the Officer – In – Charge/ Principal, and may necessitate me/us to withdraw from the School any time.

Signature Over Printed Name of Parent (1)

Signature Over Printed Name of Parent (2)

Officer – In – Charge/Principal

Date

GUIDANCE FORM

Form 5

Note: This must be completed by the Parent/s/Primary Guardian.

Name of the Child: _____ Grade Level: _____

1. My child lives with:	a. both parents	b. mother only	c. father only	d. guardian
If with guardian, please specify relationship to the child:				
2. My child is closes to:	a. both parents	b. mother	c. father	d. guardian
If with guardian, please specify:				
3. Describe your relationship with your child/ren.				
4. Describe how your child/ren play/s with other children.				
5. Describe the worst moment when your child/ren has/have thrown tantrums or misbehaviors.				
6. How is your child/ren treated when he/she/they commit/s mistakes?				
7. Describe how you usually spend time with your child/ren.				
8. Describe the strengths of your child/ren.				
9. Describe the weaknesses of your child/ren.				
10. Describe how do/es your child/ren usually spend his/her/their leisure time.				
11. Describe how do/es your child/ren usually study and complete academic tasks.				

12. Describe observed inclinations and interests of your child/ren.	
13. What other specific observations you have noted about your child/ren?	