



ADMISSION GUIDELINES

Students who wish to study at Mano Amiga Academy must adhere to the policies of admission and procedures as follows:

I. Admission

- a. All walk in applicants must be entertained by the registrar, and be presented by the profile of the school. Tuition fee, curriculum, religion and schedule must be discussed.
 - a. Call / text / FB message should be entertained and be invited to the school for personal meet up with the school registrar.
- b. The applicant must be toured around the school and the room that will be his possible room if successfully enrolled.
- c. Requirements must be discussed with the applicant before the entrance examination.

II. Examination

- a. Accommodation of entrance examinee is from 8AM – 1PM only. Any late applicant must be rescheduled on the date agreed.
- b. Should the parents insist of scheduling the entrance exam of the student via text or call, the registrar may schedule the exam on the requested date, given that the guardian will accommodate the student for touring and values alignment with the principal.
- c. If the applicant wished to take the examination on the same day of the visit, the registrar may allow the examination considering that the interviewers and examiners are available and if the applicant has the requirements on hand.
- d. The examinee must bring the necessary documents listed below:
 - i. Latest Form 138 / Report Card
 - ii. Certificate of Good Moral Character/Letter of Recommendation from the previous school (May Follow)
 - iii. NSO authenticated copy of Birth Certificate
 - iv. Two (2) copies 1 x 1 ID
 - v. Payslip of Guardian / Billing Statement (Meralco/Maynilad/Globe/Smart Bill)
- e. The Guardian is asked to fill up the Marketing survey response and student and family background form.



- f. Registrar must present the tuition fee assigned before the exam. If the applicant wishes to apply for a scholarship, Registrar may give the Tuition amount along with the result of the exam.
- g. Examinees from Kinder to Grade 3 must be assisted by a Teacher or Examiner. Examination for all levels will last for **2hrs only**.
- h. After examination, the examinee will be directed to a Senior teacher for Academic Interview, the Guidance Counselor for the Personal Interview, and the Principal for Values alignment. *(Please see attached Interview questions)*
- i. After the 3 sets of interview, the Guardian or Parent will be interviewed by the principal to check if the family's values are aligned with the school.
- j. The 3 interviewers are asked to give their feedback and recommendation regarding the student's interview sets and will decide to accept or to decline considering also the result of the exam.
- k. Results shall be given within 5 working days after the exam.

*Entrance Exam fee shall be paid first to schedule a test.
If the student fails the exams - the student shall not be accepted/
considered.

III. Reservation Process

- a. After approval of the guardian with the school's rates and values, the registrar may now direct the guardian to pay the necessary reservation fee.
 - i. The Registrar will provide a Request for Payment Slip to the parent/ guardian which will be paid to the Cashier's office.
 - ii. After payment, the cashier will update the Admission tracker in the drive.
- b. After making the reservation, students may enjoy and be invited to the school's Student Enrichment Programs.
- c. The student will regularly be updated with the school's activity and enrollment date.



Online Process

If you want to speak to our marketing officer for questions and clarification please feel free to ask her questions via **0915-632-9087**

Before filling out the form please prepare a softcopy of the following requirements:

-> Report Card

-> Form 137

-> PSA/ NSO Birth Certificate (The only requirement for Preschool)

1. Fill-out the admissions form (bit.ly/admissionMAA) and attach the required documents.
2. We are going to evaluate the submitted requirements (1-5 working days)
3. We are going to invite you and your child for an Online Video interview with the academic team.
4. We shall inform you of the results. (email or text)
5. You shall be asked to pay to reserve a slot.
6. Confirmation of payment. (email or text)
7. Enrollment

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