

BASIC INFORMATION
ADMISSION POLICY AND PROCEDURES
SCHOOL YEAR 2015- 2016

1. ENROLLMENT ON-GOING. First come- first served basis.
2. Student’s Pre-Registration Form can be downloaded.
3. Light of the World – Christian Academy of Makati is non-sectarian. DepEd enhanced curriculum with Bible integration.
4. APPLICATION MANDATORIES:

PRE-SCHOOL & GRADE SCHOOL	HIGH SCHOOL
<p><u>PRE-SCHOOL:</u></p> <ul style="list-style-type: none"> ➤ Toddler (Ages 2 – 3) ➤ Nursery (Ages 3 – 4) ➤ Junior Kinder (Ages 4 – 5) ➤ Senior Kinder (Ages 5 – 6) <ul style="list-style-type: none"> • Birth Certificate from NSO (original & photocopy) • Report Card (Form 138) • 2 pcs. latest I. D. pictures (1½ x 1½) • Recommendation from either the Principal, Class Adviser or Guidance Counselor <p><u>GRADE ONE to SIX :</u></p> <ul style="list-style-type: none"> • Birth Certificate from NSO (original & photocopy) • Certificate of Good Moral Character • 2 pcs. latest I.D. pictures(1½ x 1½) • Latest report card 	<p><u>FIRST YEAR :</u></p> <ul style="list-style-type: none"> • Birth Certificate from NSO (original & photocopy) • 2 pcs. latest I. D. pictures (1½ x 1½) • Recommendation from either the Principal, Guidance Counselor or Class Adviser • Grade V1 Report Card (as of first / second quarters)

<ul style="list-style-type: none"> • Recommendation from either the Principal, Class Adviser or Guidance Counselor • At least six (6) years old 	
---	--

5. The requirements for application of TRANSFEREES for other Grade and Year levels are as follows:

GRADE SCHOOL	HIGH SCHOOL
<p>Transferees for the other Grade Levels are accepted only if there are available slots.</p> <ul style="list-style-type: none"> • Birth Certificate from the NSO(original & photocopy) • 2 pcs. latest I.D. pictures (1½ x 1½) • Report Card (Grades as of the Second Quarter) • Recommendation from either the Principal, Class Adviser or Guidance Counselor • Certificate of Good Moral Character 	<p>Transferees for the other Year Levels:</p> <ul style="list-style-type: none"> • A letter of Good Moral Character from the Principal together with the other requirements mentioned above are needed for admission

6. For Foreign students, additional requirements are as follows:

- Photocopy of Passport and ACR (Alien Certificate of Registration) Number
- Certification to Study from the Bureau of Immigration and Deportation (BID) or Special Study Permit can be processed by LOTW-CAM with a corresponding fee.

7. Applicants for Grade School /High School must be a graduate from a school recognized by the Department of Education.

8. For enrollment purposes , the name and other personal data or circumstances of each student as officially indicated on his Certificate of Birth or Alien Certificate of Registration , if applicable shall be strictly observed and followed.

9. FEES

GRADE SCHOOL	HIGH SCHOOL
Application & Testing Fee ----- P1,00.00	Application & Testing Fee ----- P1,000.00

10. All Applicants shall undergo the following Admission Procedures.

- Applicants must submit all credentials and forms to the Registrar’s Office for initial screening. Qualified applicants shall fill out the Student’s Pre-Registration Form and submit to the Registering Officer.
- Application and Testing Fees are to be paid to the Cashier’s Office.
- Receipt of payment will be forwarded to the Registrar’s Office. Schedule of Entrance Tests and interview will be given through the Student’s Pre-Registration Form.
- Applicants for admission must take and pass the qualifying Entrance Tests and Interview on the scheduled time and date.
- Results of the admission tests can be viewed online through the official school website. However, tests results should be claimed from the Registrar’s Office on a date specified in Student’s Pre-Registration Form.

2. In cases that a student is admitted in spite of deficiency in any of the aforementioned qualifications, he/she shall be placed on probation for one school year.

3. All parents of successful applicants must attend the **ORIENTATION SEMINAR** which shall be held before the opening of the new school year in order to familiarize them with the Light of the World – Christian Academy of Makati System of Education.
4. Students who had been previously dismissed from LOTW-CAM due to poor conduct, poor academic and/or technical performance shall be denied admission.
5. Decisions on all cases of admission in the Grade School and High School departments are left to the Principal.