



PHILIPPINE CHRISTIAN GOSPEL SCHOOL
Junquera St., Cebu City

APPLICATION FORM FOR ADMISSION

I. REQUIREMENTS:

- Latest Report Cards in English and Chinese(Photocopy, certified true copy)), with 3rd quarter grades (applicable to students who had been to school)
• Grade Requirements: 80 & above for all subjects for every quarter; No Failures; Conduct Grade: B & above or at least 80
• NSO Copy of Birth Certificate (Original)
• Alien Certificate of Registration (ACR) for non-Filipino citizen (Original & Photocopy) & other pertinent documents that may be requested
• 2 copies 1 1/2 x1 1/2 colored picture (white or blue background)with applicant's name written in black ink at the back of each picture
• Medical Certificate
• Chest x-ray (Grade 1 & up)
• Recommendation Form (Grade 4 and up)
• Affidavit executed by the parents appointing the legal guardian to take custody and care over the applicant-enrollee (to be submitted only if the applicant is living with and being taken cared of by the legal guardian)

II. ADMISSION PROCEDURES:

- 1. Place inside a long brown envelope all pertinent documents including the Application Form and submit this to the REGISTRAR during office hours (Monday-Friday, 9:00am-12:00 noon; 1:30-4:30pm). PRINT legibly the applicant's name on the UPPER LEFT side of the envelope. INCOMPLETE DOCUMENTS WILL NOT BE PROCESSED.

Documents Checked by: _____ Date Checked: _____

- 2. Pay P_____ as the non-refundable, application processing fee at the Cashier's window.

OR# _____ Date Issued: _____ Payment Received by: _____

- 3. Oral and/or Written Examination:

Date of Examination: _____ Testing Officer: _____

- 4. Preliminary Interview:

Date of Interview: _____ Interviewed by: _____

- 5. Final Interview with parent/legal guardian and applicant (Grade 4 & up) & Isasuanace of Permit to Enroll:

Date of Interview: _____ Parent/Guardian Present: _____

Permit to Enroll Issued by: _____ on: _____

- 6. Payments for Reservation: Pre-School: P _____ Elem & H.S.: P _____

OR #: _____ Date Paid: _____ Received by: _____

POLICY ON RESERVATION

In order to be assured and reserved a slot after having qualified to be admitted, the applicant is given ONE WEEK to make reservations by paying the RESERVATION FEE. If no reservation is made within one week after acceptance, the school reserves the right to deny admission and the applicant may be required to re-apply and go through the application process again. ALL RESERVATION FEES PAID ARE NON-REFUNDABLE, but are deductible upon enrollment.

I hereby affix my signature to signify that I understand the PCGS Policy on Admission and its Policy on Reservation.

Name & Grade/Year of Applicant _____ Printed Name & Signature of Parent/Guardian _____ Date Signed _____

REMINDER: During enrollment, present the RESERVATION FEE RECEIPT and ORIGINAL REPORT CARD.