APPLICATION FORM
GRADE SCHOOL DEPARTMENT

PERSONAL DATA
NAME:

Age
Date of Birth
Place of Birth
Birth Order:

Citizenship:
Religion:
Tel No.:

Home Address:

Brother(s)/Sister(s) in CoSB-R:

NAME: (Last) (Name) (Middle) (Nickname)

Gender: □ M □ F

FAMILY BACKGROUND
FATHER
MOTHER

NAME
HOME TEL. NO.
MOBILE PHONE NO.
EMAIL ADDRESS
OCCUPATION
EMPLOYER/COMPANY
BUSINESS TEL. NO
BUSINESS ADDRESS
EDUCATIONAL ATTAINMENT
LAST SCHOOL ATTENDED

GUARDIAN’S NAME:
Landline No.:

Relationship to student:
Mobile No.:

Address:

EDUCATIONAL BACKGROUND

Grade Level
Year Attended
Name & Address of School

Nursery
Kinder
Gr.1
Gr.2
Gr.3
Gr.4
Gr.5

Interests & Hobbies:

Is your child undergoing any type of cognitive, behavior or physical intervention? □ Yes □ No
If yes, please explain briefly.

CERTIFICATION

I certify that the information herein is correct and complete. Falsification, misrepresentation or withholding of information in this form will automatically nullify my application and will result to dismissal from the CoSB-R.

Printed Name & Signature of Parent/Guardian/Spouse
Date
Admission Requirements and Guidelines for Grade School

QUALIFICATIONS:

✓ Grades must above 80% in any grading period.
✓ Average should be 83% and above.
✓ Conduct Grade must have an equivalent grade of 85%.

LIST OF DOCUMENTS TO BE SUBMITTED: (Note: All documents submitted become the property of CoSB-R and will NOT be returned to the applicant)

A. For NEW STUDENTS:
   1. Original copy of NSO Birth Certificate
   2. Photocopy of Baptismal Certificate (Original must be presented)
   3. Recommendation Letter from the Guidance Counselor/Class Adviser (Downloadable RF Form A-B)
   4. Three (3) -2x2 colored picture, white background
   5. One (1) Long brown envelop

B. Additional requirements for TRANSFEREES:
   1. Original Transcript of Records or Certified True Copy of latest report card (3 copies)
   2. Transfer Credentials
   3. Recommendation Letter from the School Principal

C. Additional requirements for FOREIGN STUDENTS (below 18 years old):
   1. Two (2) photocopy of Passport (original must be presented)
   2. Original Special Study Permit (SSP) from the Bureau of Immigration (BOI)
   3. One (1) photocopy of Alien Certification of Registration (original must be presented)

PROCEDURE:

STEP 1: Fill up the application form and submit all requirements to the Records Office (Monday - Friday, 8:00am - 3:00pm).

STEP 2: Secure the payment slip for testing fee from the Records Office.

STEP 3: Pay the testing fee of Php 500.00 at the Business Office.

STEP 4: Proceed to the Guidance Office for testing permit and schedule.

STEP 5: On the date of examination, applicants must present their testing permit. (Schedule of release of test results will be announced by the examiner)

STEP 6: After passing the Entrance test, pay Reservation fee of Php 2,500.00 at the Business Office. The fee is not refundable, but deductible from the tuition fee upon enrolment.

DO ordinary things EXTRAORDINARILY WELL

-Saint Brother Bénilde Romançon, FSC