



MANRESA SCHOOL

Hijas de Jesus

Candida Maria St., BF Homes, Parañaque City

Tel. No. (02) 8842-9918

info@manresaschool.edu.ph

On-Site and Online Enrollment

The first mode of enrollment is the ON-SITE enrollment process practiced in the previous years. The schedule of enrollment shall be followed. In order to speedup the process, parents may opt to get a copy of the Personal Information Sheet from <https://bit.ly/manreapply>. After filling out the form, they have to bring it during enrollment and proceed to the registrar's office to continue the process.

The second mode of enrollment is the ONLINE enrollment procedure. The online enrollment will start on **May 11, 2020**. In this process:

1. Parents of OLD students can enroll their child through the link that will be provided in the website.
2. Parents of accepted NEW students can enroll their child through the link that will be provided in the website.
3. They fill out the given form by providing:
 - a. Personal information;
 - b. Payment Scheme (Full payment, Semestral, or Quarterly); and
 - c. Mode of Payment (Onsite Payment or Bank Transaction).
4. Enrollment using this online method is done PER CHILD and not per family.
5. A Smart Infocast message will be sent to parents who have successfully registered their child.
 - a. For those who opted to pay through bank (over-the-counter/online) transaction, the notification text will also provide details of the school's bank account/s where they can pay their child's enrollment fee.
 - b. For those who opted to pay onsite (in school), parents may come to Manresa School during the regular schedule of enrollment.
 - c. Those who will not receive a text notification may send us an email at enroll@manresaschool.edu.ph.
Subject: REGISTRATION of <child's_family_name> , <child's_given_name>
6. After paying through the bank, parents/guardians will have to open the CONFIRMATION link provided.
7. A quick process will require parents/guardians to upload a scanned copy/picture of their bank-validated deposit slip.
8. Once submitted, parents/guardians will receive a text confirmation from the school about the enrollment of their child.

* Those who will not receive a text notification may send us an email at enroll@manresaschool.edu.ph.
Subject: ENROLLMENT of <child's_family_name> , <child's_given_name>

Other important information:

1. The following transactions shall be done in school after the community quarantine has been lifted:
 - a. Payment for MSPA, BCMF, and BFMHAI;
 - b. Purchasing of books, uniforms, and other supplies; and
 - c. Claiming of the official receipt for the enrollment. (*Unclaimed receipts will be given to the students on the first day of classes.*)
2. "MSNEWS" is the official sender's name used for our Infocast text broadcast system. Manresa School will NEVER communicate with parents regarding enrollment using any number or name.



PAASCU Accredited

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3. For your inquiries about the online registration, please send us an email at enroll@manresaschool.edu.ph.
For finance-related concerns, you may send us an email at treasurermanresa@gmail.com.