

FREQUENTLY ASKED QUESTIONS

Updated as of June 30, 2022

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ACADEMICS:

How will classes be conducted?

For BS AMT & BS AET

First and Second students are required to attend classes and laboratory activities in face to face settings. The schedules you received by email are subject to change and the final schedule will be announced during the Students' Orientation before the start of classes.

Third and fourth year students have an option to choose either face to face or online classes.

For IDT students (BS EMC or 2 year Animation courses)

Students are required to attend the face to face laboratory sessions of your animation, design, sound & film subjects. Programming subjects are still going to be conducted online but we can accommodate students to use our computer laboratory or game room as long as the laboratory-in-charge is present to maintain face-to-face policies.

For BS AvM students

Classes will be conducted on a blended basis, where teachers will schedule face to face sessions for some meetings and conduct the rest of the classes online.

For all students, except first and second year BS AMT and AET students, you have the option to join the face to face classes for General Education subjects or the online classes.

Do I still need to follow a class schedule?

YES. Face to face and online sessions will be conducted as scheduled. Students who are not able to attend the face to face classes may join the online sessions and complete the class activities within the online class schedule. Failure to complete the activities within the online class schedule would result in no grade for that activity.

Classes that are not required to be face to face will post weekly materials online by Monday 9am for students to review and prepare. These include recorded video lectures, materials, other videos and reference materials.

Instructors must return the graded activities, quizzes, assignments by Wednesday 5pm of the following week.

How do I join my classes?

Students who are required or choose to have face to face classes will go to the assigned classrooms at the given time period. See the AISAT floor plan for information on the location of your classrooms.

Those who choose to attend classes online are required to join the google classrooms of their classes and be online at the given time period. The google meet links will be posted in the classroom stream.

To receive classroom invitations, you must log in to your AISAT issued mailbox and check for the invitations through that mailbox. The google classroom invitations will be available one week prior to classes.

For ALL students

For purposes of posting payments and of receiving school wide announcements, all students will receive an invitation for a classroom entitled "Proof of Payment" - please join this classroom to post your payments so that we may update your accounts accordingly.

How do I locate my physical classroom and the fire exits?



Please study the building layout, the right and left wings, and take note of the fire exits as well.

How are exams conducted?

Exams will be conducted on site, during the exam period, at set schedules, and each for a duration of 2 hours, unless a longer period is required by the instructor. Please inform your instructors at least 7 days in advance for exam conflict of schedule or at least 24 hours in advance (except extreme emergencies) in case of emergencies.

When is my instructor available for consultation?

All regular instructors are available for consultation during scheduled class hours or online on weekdays from 1pm to 5pm. Part time instructors have their weekly consultation times scheduled. Students may directly chat with the faculty in the classroom, google chat or by email. Outside consultation time, instructors will reply to communications within office hours. If instructors are unresponsive, students may request for assistance from the program head or from the OSA.

Will I have extra time to complete the online activities after the end of the semester?

No. All online activities must be completed on the deadlines and period established. Otherwise, it will be considered as not taken and included in the grade computation as such. The “No Grade” (NG) will only be allowed at the end of the semester for incomplete submission of requirements such as projects or research papers, which is allowed an extended deadline by the instructor.

Who are the heads of the various programs?

These are the heads of the various programs. You may contact them for any academic related concerns.

Aviation OIC: Ed Ybanez

AVI@aisat.edu.ph

AvM OIC: Karina Ingrid Theresa Rodillas

AVM@aisat.edu.ph

IDT: Kaye Lodia

IDT@aisat.edu.ph

Is there an evaluation process for my instructors?

Yes, an evaluation form from the OSA will be made available after midterms for you to fill out. These will be used as a basis for feedback to your instructors after each semester. Your positive and negative feedback is valuable for continuous improvement, and you may choose to remain anonymous when submitting your response.

When is the period for examinations?

A copy of the school calendar is posted in the AISAT website (<http://aisat.edu.ph/school-calendar/>) as well as on AISAT's FB page. In it are important dates as well as the examination dates for college in the first semester of SY 2022-2023.

PRELIM EXAM	: AUGUST 22-26, 2022
MIDTERM EXAM	: SEPTEMBER 19-23, 2022
SEMI-FINAL EXAM	: OCTOBER 24-28, 2022
FINAL EXAM	: NOVEMBER 28 - DECEMBER 2, 2022

The specific exam schedule for each subject will be announced by your instructors and posted in the classroom for proof of payments.

REGISTRAR:

When is enrollment for the first semester 2022-2023?

FIRST YEAR COLLEGE STUDENTS : **June 3, 2022 to July 23, 2022**
FOR OLD STUDENTS : **June 20, 2022 to July 23, 2022**

Late registration is from **AUGUST 1-5, 2022**. Late fee of **P500** will apply.

When is adding and dropping?

Adding and dropping may be done **ONLY** from **AUGUST 1-5, 2022**. Please email or chat registrar@aisat.edu.ph for this concern

How do I check my grades?

Once available, your semester grades will be posted online. Please use the online access at <http://aisatportal.com>.

Username: Your Student ID Number

(if your AISAT email address is 54321@aisat.edu.ph, your Student ID Number is **54321**)

Password : Birthdate (YYYY-MM-DD)

(if your birthdate is May 9, 2000, your password is **2000-05-09**)



How do I apply for graduation?

Once you are enrolled in your final semester, fill out the graduation application form at:

<https://docs.google.com/forms/d/e/1FAIpQLSeR5HcpyRNI4jTz5Z6HOVzf-Zmd6ZwdmJfVSzTeaOaS5TyYVA/viewform>.

Your records will be evaluated as part of the screening process for the FINAL LIST of graduating students, which is done after the final grades have been checked and encoded. Thereafter, a confirmation email will be sent to you by the registrar's office.

What is AISAT's Data Privacy Policy?

You may read AISAT's Data Privacy Policy in the student handbook available for download from the AISAT website (<http://aisat.edu.ph/student-handbook/>).

How do I contact the registrar?

Through google chat or email at: registrar@aisat.edu.ph

Tel #: (082) 295 -7219 local 102

CASHIER:

How much is the first semester for SY 2022-2023?

Full Tuition & Misc Fees 1st Semester (2022-2023)						
	A	B	C	D	E	F = (C+D+E)
	Fee/unit	No. Unit	Tuition Fee	Lab Fee	Misc	Total Fee
BSAMT						
1st Year	842.70	28.5	24,016.95	8,000.00	10,122.30	42,139.25
2nd Year	795.00	29	23,055.00	10,000.00	9,249.00	42,304.00
3rd Year	773.25	17	13,145.25	2,000.00	9,019.91	24,165.16
4th Year	773.25	13	10,052.25	0.00	9,019.91	19,072.16
BSAeT						
1st Year	842.70	28.5	24,016.95	8,000.00	10,122.30	42,139.25
2nd Year	795.00	22	17,490.00	8,000.00	9,249.00	34,739.00
3rd Year	773.25	13	10,052.25	0.00	9,019.91	19,072.16
4th Year	773.25	16	12,372.00	0.00	9,019.91	21,391.91
BSEMC (Animation)						
1st Year	842.70	21.5	18,118.05	6,000.00	10,122.30	34,240.35
2nd Year	795.00	20	15,900.00	8,000.00	9,249.00	33,149.00
3rd Year	773.25	21	16,238.25	14,000.00	9,019.91	39,258.16
4th Year	773.25	12	9,279.00	8,000.00	9,019.91	26,298.91
BSEMC (Game Programing)						
1st Year	842.70	21.5	18,118.05	6,000.00	10,122.30	34,240.35
2nd Year	795.00	23	18,285.00	8,000.00	9,249.00	35,534.00
3rd Year	773.25	18	13,918.50	12,000.00	9,019.91	34,938.41
4th Year	773.25	12	9,279.00	8,000.00	9,019.91	26,298.91
DDA						
1st Year	842.70	24.5	20,646.15	6,000.00	10,122.30	36,768.45
2nd Year	795.00	23	18,285.00	14,000.00	9,249.00	41,534.00
BS AvM						
1st Year	842.70	24.5	20,646.15	0.00	10,122.30	30,768.45
2nd Year	795.00	23	18,285.00	0.00	9,249.00	27,534.00
3rd Year	773.25	15	11,598.75	0.00	9,019.91	20,618.66
NOTE: FEES is an approximate computation only and may differ subject to number of lecture and lab units that will be enrolled						

ASIAN INTERNATIONAL SCHOOL OF AERONAUTICS AND TECHNOLOGY			
Details of Misc Fees for School Year 2022-2023			
School Year	1st Year	2nd Year	3rd & 4th Year
Tuition Fee Per Unit	842.70	795.00	773.25
Laboratory Fee per subject	2,000.00	2,000.00	2,000.00
Miscellaneous Fees			
	<i>Full Fee</i>	<i>Full Fee</i>	<i>Full Fee</i>
Registration	730.34	689.00	670.15
Library Fee	530.00	530.00	515.50
Medical Fee	674.16	636.00	618.60
Athletics Fee	561.80	530.00	515.50
Guidance Fee	561.80	530.00	515.50
Energy Fee	2,247.20	2,120.00	2,062.00
Internet Fee	500.00	500.00	500.00
Audio Visual	300.00	300.00	300.00
Testing Materials	561.80	530.00	515.50
Student Services	874.50	874.50	850.58
Maintenance Fee	874.50	874.50	850.58
Student Insurance	224.72	212.00	206.20
Student Handbook	224.00		
School ID	280.90		
School Publication (Altitude)	269.66	254.40	247.44
Student Body Organization Membership Fee	67.42	63.60	61.86
Drug Test/X-ray	560.00	530.00	515.50
Community Extension	79.50	75.00	75.00
Total	10,122.30	9,249.00	9,019.91

NOTE: This **DOES NOT INCLUDE** uniforms and team funds for activities.

When is my balance payable?

After payment of your down payment of P5,000, your fees are payable in 4 equal installment with the following payment schedule:

PRELIM EXAM	: AUGUST 18, 2022
MIDTERM EXAM	: SEPTEMBER 16, 2022

SEMI-FINAL EXAM
FINAL EXAM

: OCTOBER 21, 2022
: NOVEMBER 25, 2022

Students who are unable to pay the installment amount on these dates should approach the OSA 3 days before the due date to explain their situation. Students who are delinquent without any reason and who do not inform the OSA 3 days before the due date will be charged a late fee of 500 per late payment.

Please pay your fees on time, otherwise, you may not be able to complete the semester.

How do I compute my payables?

Sample Computation for 1st Year 1st Semester BS AMT student:

Total Fee payable	: 42,139.25
Less: Downpayment	: 5,000.00
Balance after Down Payment	: 37,139.25
Payable Amounts before	
Aug 18, 2022	: 9,285.00
Sep 16, 2022	: 9,285.00
Oct 21, 2022	: 9,285.00
Nov 25, 2022	: 9,284.25

Avoid late payment charges by paying your fees ON time.

How do I pay for my fees?

AISAT will only accept online payments. For payment through Palawan Express and ML Kwarto Padala, please visit <http://aisat.edu.ph/online-payment-procedure/> , otherwise, please use the information below.

ANNOUNCEMENT

Payment on Tuition and other School Fees will be done directly using **Metrobank** with the given details:

Account Number: 6687668027993

Account Name: AISAT Corp

For the down payment, kindly write your name on the deposit slip, take a clear photo and send it to cashier@aisat.edu.ph as your proof of payment.

For subsequent payments (after enrollment), please post your proof of payment in the **Google Classroom "Proof of Payment"** section.

GCash thru **Bank Transfer** may also be used.

Thank you!



What is the cost of Uniforms?

This is the recommended uniform set for students doing face to face classes.

	BSAMT & BS AET	BS EMC / DACS	BS AvM-Female	BS AvM - Male
Type A Uniforms				
2 sets	3,700.00	3,200.00	4,500.00	4,800.00
Other Required Uniforms				
Lab. Cover All	1,500.00			
Wednesday Shirt	300.00		300.00	300.00
POLO Shirt	-	550.00	-	-
PE Uniform (Set)	700.00	700.00	700.00	700.00
ROTC/CWTS Shirt	280.00	280.00	280.00	280.00
Total	6,480.00	4,730.00	5,780.00	6,080.00

Those choosing blended or online may choose to order 1 set of Type A uniform instead of 2 sets, which will cost:

Type A 1 Set	2,510.00	2,000.00	3,225.00	3,500.00
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What is included in the Type A sets?

BSAMT & BSAET 2 set option (2 POLO, 2 PANTS, NAMEPLATE, COLLAR PIN, BELT & BUCKLE)
BSAMT & BSAET 1 set option (1 POLO, 1 PANTS, NAMEPLATE, COLLAR PIN, BELT & BUCKLE)
BSEMC 2 set option (2 POLO/BLOUSE, 2 PANTS, NAMEPLATE & COLLAR PIN)
BSEMC 1 set option (1 POLO/BLOUSE, 1 PANTS, NAMEPLATE & COLLAR PIN)
BSAvM - Female 2 set option(2 BLOUSE, 2 SKIRT, 1 VEST, NAMEPLATE, COLLAR PIN & SCARF)
BSAvM - Female 1 set option (1 BLOUSE, 1 SKIRT, 1 VEST, NAMEPLATE, COLLAR PIN & SCARF)
BSAvM - Male 2 set option (2 LONG SLEEVES, 2 PANTS, 1 BLAZER, NAMEPLATE, COLLAR PIN (NECKTIE)
BSAvM - Male 1 set option (1 LONG SLEEVES, 1 PANTS, 1 BLAZER, NAMEPLATE, COLLAR PIN (NECKTIE)

If I want to purchase additional items aside from the required uniform, how much do these items cost?

The individual prices are:

UNIFORM PRICE (INDIVIDUAL)			
BSAMT & BSAET		BSAVM (FEMALE)	
WEDNESDAY SHIRT	300.00	BLOUSE (3/4)	725.00
NAMEPLATE	450.00	SKIRT	650.00
POLO	650.00	SCARF	300.00
PANTS/SLACKS	650.00	VEST	750.00
SHOULDER BOARD	100.00	NAMEPLATE	450.00
BELT	50.00	WEDNESDAY POLO SHIRT	550.00
BUCKLE	360.00		
LABORATORY COVER ALL	1,500.00	BSAVM (MALE)	
BSEMC/DACS		LONG SLEEVES	725.00
NAMEPLATE	350.00	PANTS/SLACKS	675.00
WEDNESDAY POLO SHIRT	550.00	BLAZER	1,000.00
POLO/BLOUSE	650.00	NECKTIE	300.00
PANTS/SLACKS	650.00	NAMEPLATE	450.00
		WEDNESDAY POLO SHIRT	550.00
ALL COURSES			
PE UNIFORM (SET)	700.00		
PE JOGGING PANTS	450.00		
PE T-SHIRT	250.00		
COLLAR PIN	350.00		
ROTC/NSTP TEE SHIRT	280.00		
AISAT Jacket (Optional)	1,200.00		
Replacement ID	150.00		

For questions please email cashier@aisat.edu.ph

How do I check my account?

Please use the online access at <http://aisatportal.com>.

Username: Your Student ID Number

(if your AISAT email address is 54321@aisat.edu.ph, your Student ID Number is **54321**)

Password : Birthdate (YYYY-MM-DD)

(if your birthdate is May 9, 2000, your password is **2000-05-09**)

For your payment and tuition fee concern please don't hesitate to email our accounting office at cashier@aisat.edu.ph

Will I be able to enroll if I have a pending balance from the previous semester?

No. All outstanding balances must be cleared before enrolling for the next semester. However, if you have valid reasons, you may apply for a payment extension at least 3 days before the last day (not counting late enrollment days) of enrollment by filling out the form at <https://forms.gle/VYGdWbuWTRrHEE2X7> You will then be informed of the status of your application by the Office of the Student Affairs.

OSA:

When will the orientation be and how will it be conducted?

Orientation will be conducted face to face, unless disallowed by health protocols. It will be conducted on July 29, 2022, 1:00pm at HOMITORI Maiz Function Room. 1st and 2nd year students are required to attend the orientation and it is optional for other students. A recording will be available for those who are not able to attend.

What scholarships are available this semester?

- A.** Student Assistance Scholarship (SAS) - See Student Handbook for details
- B.** Academic Scholarships - See Student Handbook for details
Available for 2nd semester of 2022-2023, based on scholastic achievement of 1st semester 2022-2023, with exams conducted face to face. The scholarship program as stated in the AISAT student handbook will then be applied.
- C.** CHED SCHOLARSHIP
 - 1. TES** - We don't have any TES grantees as of yet. Given the fact that these grantees are from the poorest of the poor and are part of the LISTAHANAN 2.0 from DSWD (4ps).
 - 2. TDP-TES** - Since this is a congressional scholarship, you can apply directly to your LGU /District where you belong. They will provide a list of requirements for you to comply with, once complied with, your district will then forward your name to CHED, and CHED will evaluate your application. Once approved, your name will be posted at CHED Davao FB page. CHED will then notify the school for other requirements and the billing process.

Are there school activities this semester?

Yes, normal school activities will be reinstated.

What information can I find on the AISAT website?

- School Calendar
- Student handbook
- Contact details of all personnel (email)
- Events and News write-ups
- Altitude Student Publication

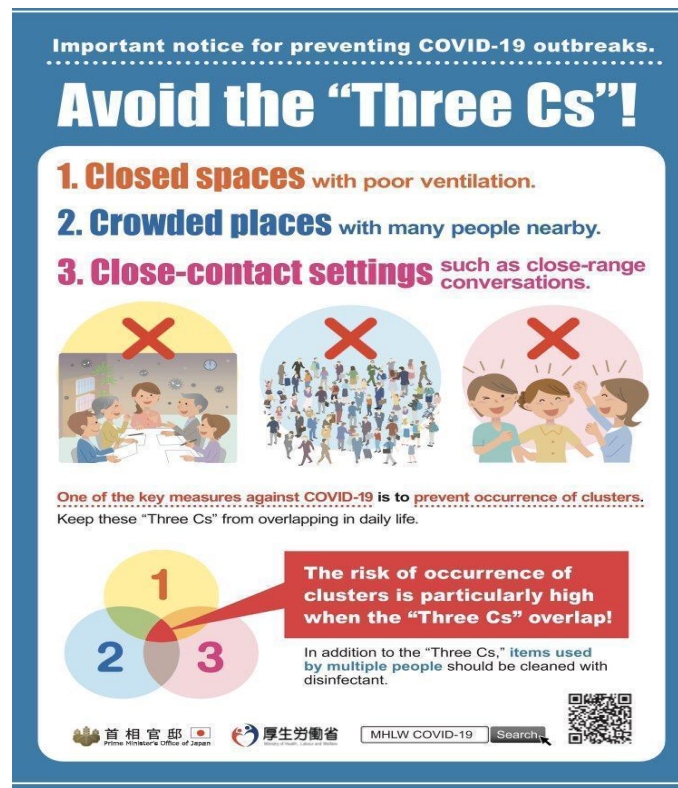
How are school announcements made?

Announcements are made through AISAT's Facebook account at "[Aisat Davao](#)" please be alert for such announcements.

There will also be posts in your Google Classroom streams made by the acad account regarding events, payment schedules, etc.

For any concern please feel free to email the OSA at osa@aisat.edu.ph or anyone from the SSC, who may be reached at ssc@aisat.edu.ph

CLINIC:



Important notice for preventing COVID-19 outbreaks.

Avoid the "Three Cs"!

- 1. Closed spaces** with poor ventilation.
- 2. Crowded places** with many people nearby.
- 3. Close-contact settings** such as close-range conversations.

One of the key measures against COVID-19 is to prevent occurrence of clusters. Keep these "Three Cs" from overlapping in daily life.

The risk of occurrence of clusters is particularly high when the "Three Cs" overlap!

In addition to the "Three Cs," items used by multiple people should be cleaned with disinfectant.

首相官邸 Prime Minister's Office of Japan | 厚生労働省 Ministry of Health, Labour and Welfare | MHLW COVID-19 Search | QR Code

For any COVID19 questions, please feel free to visit the CLINIC's FB GROUP PAGE, which can be accessed from the AISAT DAVAO FB page. For more details you can email Nurse Bianca at clinic@aisat.edu.ph. For face to face classes, basic prevention and hygiene practices will be followed. However, students with even the slightest symptom should stay home as they will not be allowed to enter the premises.

GUIDANCE:

Are you experiencing post-pandemic anxiety? Or perhaps you suffer from anxiety attacks? Join the GUIDANCE'S FB GROUP PAGE, which can be accessed from the AISAT DAVAO FB page. Or feel free to message our guidance counselor at guidance@aisat.edu.ph or message our Campus Minister, Pastor Mark Felipe at +639365773989 or mfelipe@aisat.edu.ph

LIBRARY:

Where can I find online resources for aviation?

Here are helpful online resources for aviation:

https://www.faa.gov/regulations_policies/handbooks_manuals/aircraft/

or (the shorter url is): shorturl.at/xVWYZ

Your instructors should also be able to give you more resources.

Other online resources (general topics)

- <https://archive.org>
- www.gutenberg.org
- <https://library.si.edu/books-online>

For any concern, please feel free to email our school librarian at rmanalo@aisat.edu.ph

FORMS:

Order Forms

Please use the following links to order the corresponding items. Please refer to the recommended uniform set or individual price tables above.

Order Forms	Links	Follow Up With	Processing Time	Releasing
ID Replacement	https://forms.gle/6YYPG1idp3UWHbKy5	it@aisat.edu.ph	7 working days	M - W - F 9am to noon
Uniform Order	https://forms.gle/hsu2vTDjPqMuJfnw5	procurement@aisat.edu.ph	3 working days if in stock. For order basis items, please wait for our email	M - W - F 9am to noon
Credentials Order	https://bit.ly/3lShT5b	registrar@aisat.edu.ph	10 working days	9am to 12 noon

Various Concerns and Request Forms

Please fill the forms in the links for your related concerns.

Student Portal Concern	https://forms.gle/QdSxtZv3FuqyKxVG6	it@aisat.edu.ph	Max 2 Working days
Google 2-Step Verification	https://forms.gle/nqTmJoKPgdXaq5FC6	it@aisat.edu.ph	Max 2 Working days
Google Password Reset	https://docs.google.com/forms/d/e/1FAIpQLScO89KXsvGKQJUPdSnBZpild4ZBGGZeZqq64BzcSi7ykcQImA/viewform	it@aisat.edu.ph	Max 2 Working days
Payment Extension Request	https://forms.gle/J3FxdGofBs8bWPH6	osa@aisat.edu.ph	2 working days

For further information, please email helpdesk@aisat.edu.ph.

May I send someone to claim my requested item(s)?

YES, YOU MAY. Please email your authorization letter (with your signature) ahead of time to admin@aisat.edu.ph and use your assigned AISAT email account when doing so. Don't forget to tell the authorized person to bring one valid ID.

Who can I go to for various concerns?

Aviation OIC: Ed Ybanez	: AVI@aisat.edu.ph
BS AvM OIC Karina Ingrid Theresa Rodillas	: AVM@aisat.edu.ph
BS EMC Kaye Lodia-Bernaldez	: IDT@aisat.edu.ph
Tuition and payment	: cashier@aisat.edu.ph
Grades, Class codes, sections	: registrar@aisat.edu.ph
Other general student concerns	: osa@aisat.edu.ph
AISAT portal issues	: IT@aisat.edu.ph
Helpdesk - all other concerns	: helpdesk@aisat.edu.ph

What is the best way to communicate with other school personnel?

The best way is to contact them through GOOGLE CHAT or GOOGLE HANGOUTS. This is an app that you can download on your phone and use the person's email address as contact detail and username. You may find the email address of all AISAT personnel in AISAT's website <http://aisat.edu.ph/email-list/>. You may also contact them by email. We shall strive to answer your questions within 24 hours on weekdays.