

# FREQUENTLY ASKED QUESTIONS

Updated as of January 3, 2023

<b>ACADEMICS:</b>	<b>3</b>
How will classes be conducted?	3
How do I locate my classrooms and the fire exits?	4
How are exams conducted?	5
When is my instructor available for consultation?	5
Who are the heads of the various programs?	5
Is there an evaluation process for my instructors?	5
When is the period for examinations?	6
FIRST SEMESTER	6
SECOND SEMESTER	6
<b>REGISTRAR:</b>	<b>7</b>
FIRST SEMESTER	7
When is enrollment?	7
When is adding and dropping?	7
When is the start of class?	7
SECOND SEMESTER	7
When is enrollment?	7
When is adding and dropping?	7
When is the start of class?	7
How do I check my grades and account balance?	8
How do I apply for graduation?	8
What is AISAT's Data Privacy Policy?	8
How do I contact the registrar?	8
<b>CASHIER:</b>	<b>8</b>
FIRST SEMESTER	9
How much is the fee for the first semester SY 2022-2023?	9
SECOND SEMESTER	11
How much is the fee for the second semester SY 2022-2023?	11
When is my balance payable?	13
FIRST SEMESTER	13
SECOND SEMESTER	13
How do I compute my payables?	13
How do I pay for my fees?	14
How do I inform the school of my payments?	14
What is the cost of Uniforms?	15

What is included in the Type A sets?	15
If I want to purchase additional uniform items cost?	16
How do I check my account balance and grades?	17
Will I be able to enroll if I have a pending balance from the previous semester?	17
<b>OSA:</b>	<b>18</b>
When will the orientation be and how will it be conducted?	18
FIRST SEMESTER	18
SECOND SEMESTER	18
What scholarships are available?	18
What information can I find on the AISAT website?	19
How are school announcements made?	19
<b>CLINIC:</b>	<b>19</b>
<b>GUIDANCE:</b>	<b>20</b>
<b>LIBRARY:</b>	<b>20</b>
<b>FORMS:</b>	<b>21</b>
Order Forms	21
Various Concerns and Request Forms	21
May I send someone to claim my requested item(s)?	22
Who can I go to for various concerns?	22
What is the best way to communicate with other school personnel?	22

## **ACADEMICS:**

### **How will classes be conducted?**

*For BS AMT & BS AET*

Face to Face classes and laboratory. An exception for online classes may be made for 3rd or 4th year students who are sufficient in number to form a class, and upon the availability of the instructor for online classes.

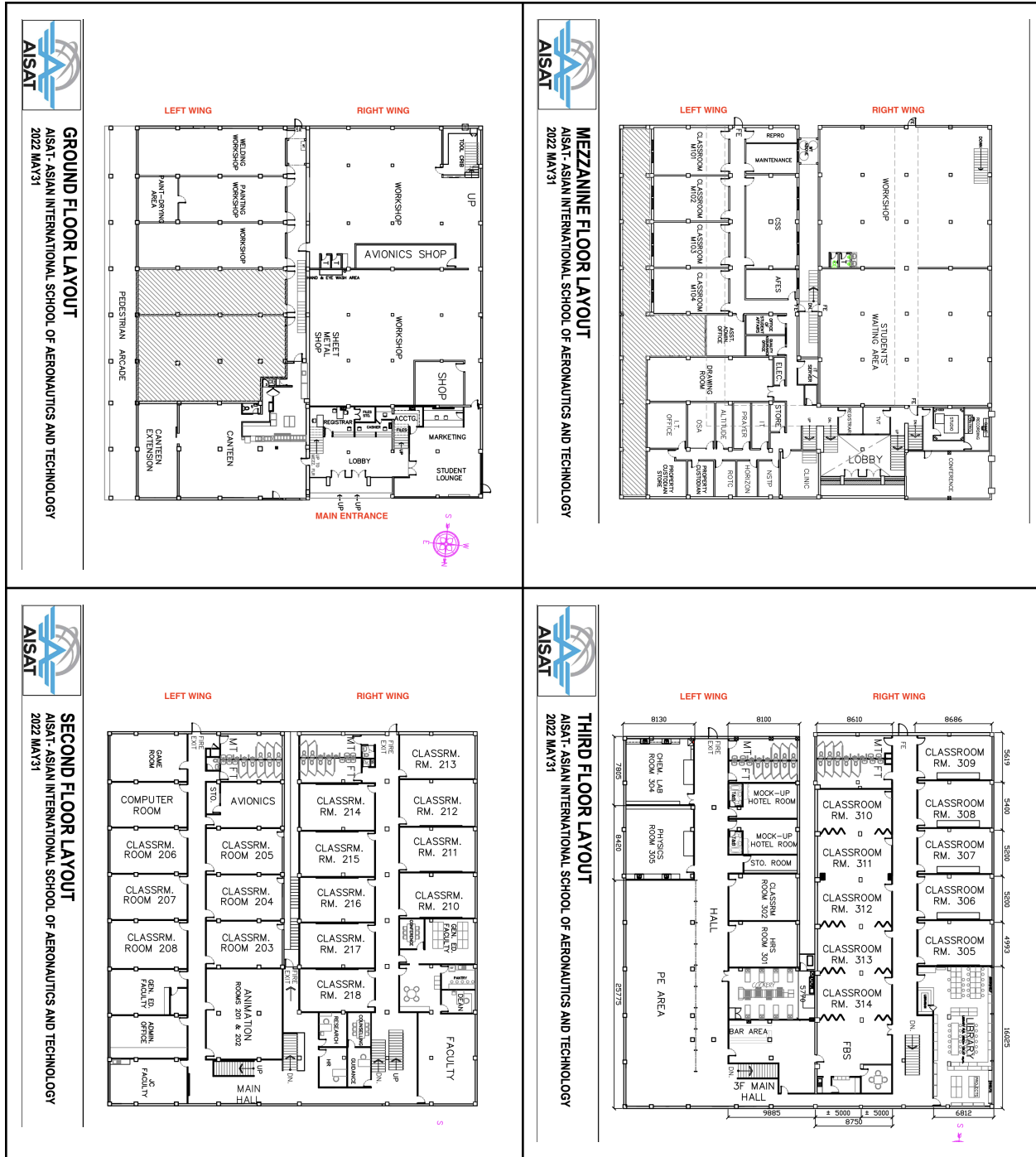
*For IDT students* (BS EMC or 2 year Animation courses)

Face to Face classes and laboratory.

*For BS AvM students*

Face to Face classes and laboratory except for 3rd year students.

# How do I locate my classrooms 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.

## 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](mailto:AVI@aisat.edu.ph)

AvM OIC: Karina Ingrid Theresa Rodillas

[AVM@aisat.edu.ph](mailto:AVM@aisat.edu.ph)

IDT: Kaye Lodia

[IDT@aisat.edu.ph](mailto: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?

### ***FIRST SEMESTER***

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

### ***SECOND SEMESTER***

PRELIM EXAM	: <b>JANUARY 30 - FEBRUARY 3, 2023</b>
MIDTERM EXAM	: <b>FEBRUARY 27 - MARCH 2-3, 2023</b>
SEMI-FINAL EXAM	: <b>APRIL 3-5, 2023</b>
FINAL EXAM (GRADUATING)	: <b>APRIL 2-5, 2023</b>
FINAL EXAM (NON-GRADUATING)	: <b>APRIL 8-12, 2023</b>

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

## REGISTRAR:

### FIRST SEMESTER

#### *When is enrollment?*

FIRST YEAR COLLEGE STUDENTS	:	<b>June 3, 2022 to July 23, 2022</b>
FOR OLD STUDENTS	:	<b>June 20, 2022 to July 23, 2022</b>

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](mailto:registrar@aisat.edu.ph) for this concern.

#### *When is the start of class?*

Classes will start on **AUGUST 1, 2022**.

### SECOND SEMESTER

#### *When is enrollment?*

EARLY ENROLLMENT (NEW/OLD):	<b>November 14, 2022 to December 16, 2022</b>
REGULAR ENROLLMENT (NEW/OLD):	<b>January 2, 2023 to January 6, 2023 (5 PM)</b>

Late enrollment is from **JANUARY 7-13, 2023 (5 PM)**. Late fee of **P500** will apply.

#### *When is adding and dropping?*

Adding and dropping may be done ONLY from **JANUARY 7-13, 2023 (5 PM)**. Please email or chat [registrar@aisat.edu.ph](mailto:registrar@aisat.edu.ph) for this concern.

#### *When is the start of class?*

Classes will start on **JANUARY 9, 2023**.

## How do I check my grades and account balance?

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](mailto: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](mailto:registrar@aisat.edu.ph)

Tel #: (082) 295 -7219 local 102



# CASHIER:

## FIRST SEMESTER

*How much is the fee for the first semester 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
<b>BSAMT</b>						
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
<b>BSAeT</b>						
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
<b>BSEMC (Animation)</b>						
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
<b>BSEMC (Game Proqraming)</b>						
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
<b>DDA</b>						
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
<b>BS AvM</b>						
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*

<b>ASIAN INTERNATIONAL SCHOOL OF AERONAUTICS AND TECHNOLOGY</b>			
<b>Details of Misc Fees for School Year 2022-2023</b>			
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
<b>Miscellaneous Fees</b>			
	<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
<b>Total</b>	<b>10,122.30</b>	<b>9,249.00</b>	<b>9,019.91</b>

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

## SECOND SEMESTER

*How much is the fee for the second semester SY 2022-2023?*

<b>Full Tuition &amp; Misc Fees 2nd Semester (2022-2023)</b>						
	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F = (C+D+E)</i>
	<b>Fee/unit</b>	<b>No. Unit</b>	<b>Tuition Fee</b>	<b>Lab Fee</b>	<b>Misc</b>	<b>Total Fee</b>
<b>BSAMT</b>						
<i>1st Year</i>	842.70	27.5	23,174.25	8,000.00	8,832.68	40,006.93
<i>2nd Year</i>	795.00	26	20,670.00	6,000.00	8,507.00	35,177.00
<i>3rd Year</i>	773.25	16	12,372.00	2,000.00	8,298.21	22,670.21
<i>4th Year</i>	773.25	17	13,145.25	2,000.00	8,298.21	23,443.46
<b>BSAeT</b>						
<i>1st Year</i>	842.70	24.5	20,646.15	8,000.00	8,832.68	37,478.83
<i>2nd Year</i>	795.00	24	19,080.00	6,000.00	8,507.00	33,587.00
<i>3rd Year</i>	773.25	12	9,279.00	0.00	8,298.21	17,577.21
<i>4th Year</i>	773.25	17	13,145.25	2,000.00	8,298.21	23,443.46
<b>BSEMC (Animation)</b>						
<i>1st Year</i>	842.70	21.5	18,118.05	8,000.00	8,832.68	34,950.73
<i>2nd Year</i>	795.00	20	15,900.00	10,000.00	8,507.00	34,407.00
<i>3rd Year</i>	773.25	21	16,238.25	10,000.00	8,298.21	34,536.46
<i>4th Year</i>	773.25	9	6,959.25	0.00	8,298.21	15,257.46
<b>BSEMC (Game Programing)</b>						
<i>1st Year</i>	842.70	21.5	18,118.05	8,000.00	8,832.68	34,950.73
<i>2nd Year</i>	795.00	20	15,900.00	10,000.00	8,507.00	34,407.00
<i>3rd Year</i>	773.25	21	16,238.25	10,000.00	8,298.21	34,536.46
<i>4th Year</i>	773.25	9	6,959.25	0.00	8,298.21	15,257.46
<b>DDA</b>						
<i>1st Year</i>	842.70	24.5	20,646.15	6,000.00	8,832.68	35,478.83
<i>2nd Year</i>	795.00	11	8,745.00	2,000.00	8,507.00	19,252.00
<b>BS AvM</b>						
<i>1st Year</i>	842.70	24.5	20,646.15	0.00	8,832.68	29,478.83
<i>2nd Year</i>	795.00	20	15,900.00	0.00	8,507.00	24,407.00
<i>3rd Year</i>	773.25	13	10,052.25	0.00	8,298.21	18,350.46
<b>NOTE: FEES is an approximate computation only and may differ subject to number of lecture and lab units that will be enrolled</b>						

<b>ASIAN INTERNATIONAL SCHOOL OF AERONAUTICS AND TECHNOLOGY</b>			
<b>Details of Misc Fees for School Year 2022-2023</b>			
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
<b>Miscellaneous Fees</b>			
	<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			
Student Handbook			
School ID			
School Publication (Altitude)	269.66	254.40	247.44
Student Body Organization Membership Fee	67.42	63.60	61.86
Drug Test/X-ray			
Community Extension	79.50	75.00	75.00
<b>Total</b>	<b>8,832.68</b>	<b>8,507.00</b>	<b>8,298.21</b>

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

## When is my balance payable?

### **FIRST SEMESTER**

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	: October 21, 2022
Final Exam	: November 25, 2022

### **SECOND SEMESTER**

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

Prelim Exam	: January 27, 2023
Midterm Exam	: February 24, 2023
Semi-Final Exam	: March 31, 2023
Final Exam (Graduating)	: April 28, 2023
Final Exam (Non-Graduating)	: May 5, 2023

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 Kwartá 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](mailto: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!

 AISAT Davao  [www.aisat.edu.ph](http://www.aisat.edu.ph)

## How do I inform the school of my payments?

Your initial down payment should be uploaded on the online enrollment form. All proof of payments subsequent to the down payment must be submitted to the online classroom named as "Proof of Payment. You need to join this classroom in order for your payments to be posted and for your account to be updated.

## 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
<b>Type A Uniforms</b>				
2 sets	3,700.00	3,200.00	4,500.00	4,800.00
<b>Other Required Uniforms</b>				
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
<b>Total</b>	<b>6,480.00</b>	<b>4,730.00</b>	<b>5,780.00</b>	<b>6,080.00</b>

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 uniform items cost?

The individual prices are:

UNIFORM PRICE (INDIVIDUAL)			
<b>BSAMT &amp; BSAET</b>		<b>BSAVM (FEMALE)</b>	
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	<b>BSAVM (MALE)</b>	
<b>BSEMC/DACS</b>		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
<b>ALL COURSES</b>			
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](mailto:cashier@aisat.edu.ph)



## How do I check my account balance and grades?

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

Username: Your Student ID Number

(if your AISAT email address is [54321@aisat.edu.ph](mailto: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](mailto: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?

#### *FIRST SEMESTER*

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.

#### *SECOND SEMESTER*

A face-to-face orientation will be conducted on **January 9, 2023** from 1:00 PM- 4:00 PM at the **HOMITORI GYM**.

### What scholarships are available?

- 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.

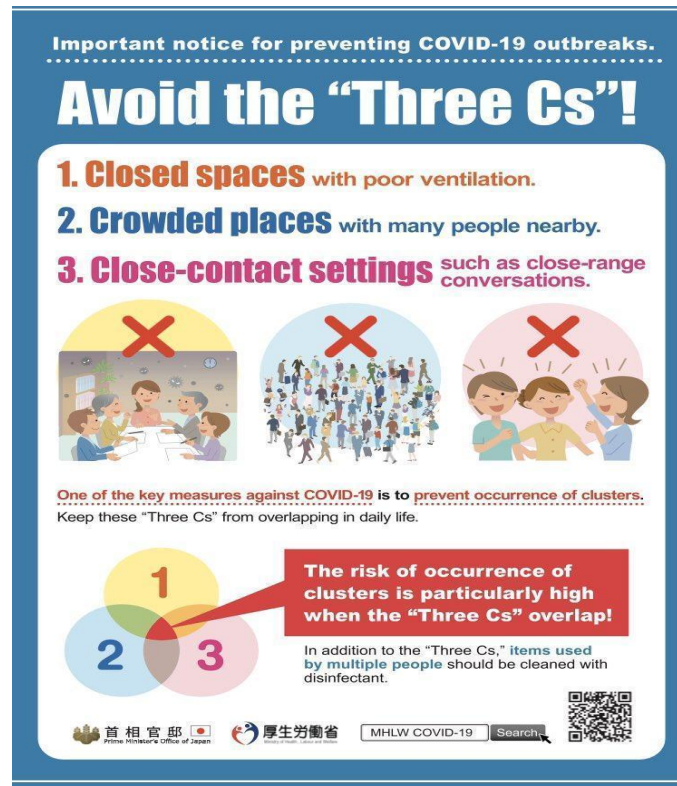
## What information can I find on the AISAT website?

- A. School Calendar
- B. Student handbook
- C. Contact details of all personnel (email)
- D. Events and News write-ups
- E. 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. You may also receive announcements through your AISAT email account, or through the Google Classroom named “Proof of Payment.

## 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](mailto: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](mailto:guidance@aisat.edu.ph) or message our Campus Minister, Pastor Mark Felipe at +639365773989 or [mfelipe@aisat.edu.ph](mailto: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/](https://www.faa.gov/regulations_policies/handbooks_manuals/aircraft/)

or (the shorter url is): [shorturl.at/xVWYZ](http://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](http://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](mailto: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	<a href="https://forms.gle/6YYPG1idp3UWHbKy5">https://forms.gle/6YYPG1idp3UWHbKy5</a>	it@aisat.edu.ph	7 working days	M - W - F 9am to noon
Uniform Order	<a href="https://forms.gle/hsu2vTDjPqMuJfnw5">https://forms.gle/hsu2vTDjPqMuJfnw5</a>	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	<a href="https://bit.ly/3lShT5b">https://bit.ly/3lShT5b</a>	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	<a href="https://forms.gle/QdSxtZv3FuqyKxVG6">https://forms.gle/QdSxtZv3FuqyKxVG6</a>	it@aisat.edu.ph	Max 2 Working days
Google 2-Step Verification	<a href="https://forms.gle/nqTmJoKPgdXaq5FC6">https://forms.gle/nqTmJoKPgdXaq5FC6</a>	it@aisat.edu.ph	Max 2 Working days
Google Password Reset	<a href="https://docs.google.com/forms/d/e/1FAIpQLScO89KXsvGKQJUPdSnBZpild4ZBGGZeZqq64BzcSi7ykcQImA/viewform">https://docs.google.com/forms/d/e/1FAIpQLScO89KXsvGKQJUPdSnBZpild4ZBGGZeZqq64BzcSi7ykcQImA/viewform</a>	it@aisat.edu.ph	Max 2 Working days
Payment Extension Request	<a href="https://forms.gle/P9JniYXZdTvAE1ga6">https://forms.gle/P9JniYXZdTvAE1ga6</a>	osa@aisat.edu.ph	2 working days

For further information, please email [helpdesk@aisat.edu.ph](mailto: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](mailto: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	: <a href="mailto:AVI@aisat.edu.ph">AVI@aisat.edu.ph</a>
BS AvM OIC Karina Ingrid Theresa Rodillas	: <a href="mailto:AVM@aisat.edu.ph">AVM@aisat.edu.ph</a>
BS EMC Kaye Lodia-Bernaldez	: <a href="mailto:IDT@aisat.edu.ph">IDT@aisat.edu.ph</a>
Tuition and payment	: <a href="mailto:cashier@aisat.edu.ph">cashier@aisat.edu.ph</a>
Grades, Class codes, sections	: <a href="mailto:registrar@aisat.edu.ph">registrar@aisat.edu.ph</a>
Other general student concerns	: <a href="mailto:osa@aisat.edu.ph">osa@aisat.edu.ph</a>
AISAT portal issues	: <a href="mailto:IT@aisat.edu.ph">IT@aisat.edu.ph</a>
Helpdesk - all other concerns	: <a href="mailto:helpdesk@aisat.edu.ph">helpdesk@aisat.edu.ph</a>

## 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.