

FREQUENTLY ASKED QUESTIONS

Updated as of July 27, 2026

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ACADEMICS:

What is the building layout and where are the fire exits?



The AISAT building has a left and right wing layout. The emergency exit locations are indicated above.

How do I know my assigned classroom and schedule?

Classrooms will be assigned per section and will be posted at <https://aisat.edu.ph/subject-scheduling/> during the start of the semester. It will be also posted in the second floor lobby area in the registrar's bulletin board.

The assigned year level, section, and class schedule will also be posted at the door of the classroom it is associated with.

Where do I get my Certificate of Registration?

After completing the enrollment process, the registrar's office will email you a copy of your COR (Certificate of Registration) via your personal email (for **NEW** students) and AISAT assigned email (for **OLD** students). Please make sure you have your own copy to serve as proof that you are enrolled in that subject and schedule.

What should I know about examinations?

Examination schedules will be emailed to all students a week before the examination week. It will also be posted in your virtual Google Classrooms. The registrar's office will also be posting it in their bulletin board. This consists of the time for each subject and room assignment per section.

Exams will be conducted on site, at the 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.

Only students wearing the appropriate uniform based on the day of the schedule will be allowed to take the examination.

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 Vincent Ybanez

AvM OIC: Karina Ingrid Therese R. Kahulugan

IDT OIC: Kelly Ruth Serenio

avi@aisat.edu.ph

avm@aisat.edu.ph

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 the school year.

Prelim Exam	: September 7 - 11, 2026
Midterm Exam	: October 5 - 9, 2026
Semi-Final Exam	: November 3 - 6, 2026
Final Exam	: December 7 & 9 - 11, 2026

Second Semester

Prelim Exam	: February 15 - 19, 2027
Midterm Exam	: March 15 - 19, 2027
Semi-Final Exam	: April 19 - 23, 2027
Final Exam	: May 18 - 21, 2027

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 : February 2, 2026 to July 31, 2026
For Old Students : July 6, 2026 to July 31, 2026

Enrollment beyond the schedule dates will be considered **LATE**
A **LATE FEE** of **PHP 500.00** will apply.

NOTE: Students with lacking requirements will be notified and all required credentials should already be submitted by **July 31, 2026**.

When is adding and dropping?

Adding and dropping may be done only from **August 10-13, 2026**.
This must be done **face-to-face** at the Registrar's office.

When is the start of class?

Classes will start on **August 10, 2026**.

Second Semester

When is enrollment?

Year Level	Dates
4th Year	December 28, 2026 - January 3, 2027
3rd Year	December 28, 2026 - January 3, 2027
2nd Year	December 21 - 27, 2026
1st Year	December 21 - 27, 2026

▲ Enrollment beyond the scheduled period shall incur a **P500**.

When is adding and dropping?

Adding and dropping may be done only from **January 18 - 21, 2027 (until 4:00 PM only)**

This must be done **face-to-face** at the Registrar's office.

When is the start of class?

Classes will start on **January 18, 2027.**

How do I check my grades and account balance?

Once available, your semester grades will be posted online 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/>).

CASHIER:

First Semester Fees

How much is the fee for the first semester **SY 2026-2027**?

Full Tuition & Misc Fees 1st Semester (2026-2027)											
	A	B	C	D	E	F	G	H= (C+D+E+F+G)			
	Fee/unit	No. Unit	Tuition Fee	Lab Fee	Misc	NSTP FEE	Bridging	Total Fee	Downpayment	Current Balance	Monthly Exam fee
BSAMT											
1st Year	1,023.05	27	27,622.35	8,619.28	13,173.00	1,534.58		50,949.21	7,000.00	43,949.21	10,987.30
2nd Year	921.84	28	25,811.52	8,256.00	11,327.85			45,395.37	7,000.00	38,395.37	9,598.84
3rd Year	869.67	17	14,784.39	2,064.00	10,747.55			27,595.94	7,000.00	20,595.94	5,148.99
4th Year	820.44	17	13,947.48	2,064.00	10,348.78			26,360.26	7,000.00	19,360.26	4,840.07
BSAET											
1st Year	1,023.05	27	27,622.35	8,619.28	13,173.00	1,534.58		50,949.21	7,000.00	43,949.21	10,987.30
2nd Year	921.84	22	20,280.48	8,256.00	11,327.85			39,864.33	7,000.00	32,864.33	8,216.08
3rd Year	869.67	13	11,305.71	0.00	10,747.55			22,053.26	7,000.00	15,053.26	3,763.32
4th Year	820.44	17	13,947.48	2,064.00	10,348.78			26,360.26	7,000.00	19,360.26	4,840.07
BSEMC (Animation)											
1st Year	912.91	23	20,996.93	4,000.00	13,173.00	1,534.58		39,704.51	7,000.00	32,704.51	8,176.13
2nd Year	893.26	23	20,544.98	6,000.00	11,327.85			37,872.83	7,000.00	30,872.83	7,718.21
3rd Year	842.70	21	17,696.70	14,000.00	10,747.55			42,444.25	7,000.00	35,444.25	8,861.06
4th Year	795.00	12	9,540.00	8,000.00	10,348.78			27,888.78	7,000.00	20,888.78	5,222.20
BSAvM											
1st Year	1,023.05	23	23,530.15	0.00	13,173.00	1,534.58	2,000.00	40,237.73	7,000.00	33,237.73	8,309.43
2nd Year	921.84	23	21,202.32	0.00	11,327.85			32,530.17	7,000.00	25,530.17	6,382.54
3rd Year	869.67	19	16,523.73	0.00	10,747.55			27,271.28	7,000.00	20,271.28	5,067.82
4th Year	820.44	6	4,922.64	0.00	7,761.58			12,684.22	7,000.00	5,684.22	1,421.06
NOTE: FEES is an approximate computation only and may differ subject to number of lecture and lab units that will be enrolled											

Misc. (1st Semester, SY 2026-2027)

ASIAN INTERNATIONAL SCHOOL OF AERONAUTICS AND TECHNOLOGY				
Details of Fees for First Semester School Year 2026-2027				
School Year	1st Year	2nd Year	3rd Year	4th Year
Tuition Fee Per Unit (BSAMT/BSAET/BSAVM)	1,023.05	921.84	869.67	820.44
Tuition Fee Per Unit (BSEMC)	912.91	893.26	842.70	795.00
Laboratory Fee per subject (BSAMT/BSAET)	2154.82	2,064.00	2,064.00	2,064.00
Laboratory Fee per subject (BSEMC)	2000.00	2,000.00	2,000.00	2,000.00
Miscellaneous Fees				
Registration Fee	849.26	798.93	753.71	711.05
Library Fee	607.00	546.96	546.96	546.96
Medical/ Dental Fee	783.94	737.48	695.73	656.35
Athletics Fee	682.03	614.56	579.78	546.96
Guidance Fee	653.29	614.56	579.78	546.96
Energy Fee	2613.13	2,458.26	2,319.11	2,187.84
Student Services	1051.44	902.48	902.48	902.48
Maintenance Fee	1051.44	902.48	902.48	902.48
Testing Materials	682.03	614.56	579.78	546.96
Drug Test/XRAY	679.84	612.60	577.92	546.96
Internet Fee	572.64	516.00	516.00	516.00
Audio Visual	329.10	309.60	309.60	309.60
School ID	371.06			
School Publication (Altitude)	327.37	294.99	278.29	262.54
Student Insurance	322.72	245.83	231.91	218.78
Student Handbook	321.95			
Community Extension	96.52	86.97	82.04	77.40
Student Body Organization Membership Fee	81.85	73.75	69.58	65.64
Intramurals Team Fund	744.43	670.80	536.64	533.54
Pasundayag Team Fund	251.96	227.04	185.76	170.28
PRISAA Fee	100.00	100.00	100.00	100.00
Total	13,173.00	11,327.85	10,747.55	10,348.78

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

Second Semester Fees

How much is the fee for the second semester **SY 2026-2027**?

Full Tuition & Misc Fees 2nd Semester (2026-2027)										
	A	B	C	D	E	F	G = (C+D+E+F)			
	Fee/unit	No. Unit	Tuition Fee	Lab Fee	Misc		Total Fee	Downpayment	Current Balance	Monthly Exam fee
BSAMT										
1st Year	1,023.05	26	26,599.30	8,619.28	10,481.04	1,534.58	47,234.20	7,000.00	40,234.20	10,058.55
2nd Year	921.84	26	23,967.84	6,192.00	9,571.58		39,731.42	7,000.00	32,731.42	8,182.86
3rd Year	869.67	16	13,914.72	2,064.00	9,215.32		25,194.04	7,000.00	18,194.04	4,548.51
4th Year	820.44	14	11,486.16	2,064.00	8,879.22		22,429.38	7,000.00	15,429.38	3,857.35
BSAET										
1st Year	1,023.05	23	23,530.15	8,619.28	10,481.04	1,534.58	44,165.05	7,000.00	37,165.05	9,291.26
2nd Year	921.84	24	22,124.16	6,192.00	9,571.58		37,887.74	7,000.00	30,887.74	7,721.94
3rd Year	869.67	12	10,436.04	0.00	9,215.32		19,651.36	7,000.00	12,651.36	3,162.84
4th Year	820.44	17	13,947.48	2,064.00	8,879.22		24,890.70	7,000.00	17,890.70	4,472.68
BSEMC (Animation)										
1st Year	912.91	20	18,258.20	6,000.00	10,481.04	1,534.58	36,273.82	7,000.00	29,273.82	7,318.46
2nd Year	893.26	23	20,544.98	12,000.00	9,571.58		42,116.56	7,000.00	35,116.56	8,779.14
3rd Year	842.70	21	17,696.70	10,000.00	9,215.32		36,912.02	7,000.00	29,912.02	7,478.01
4th Year	795.00	9	7,155.00	0.00	8,879.22		16,034.22	7,000.00	9,034.22	2,258.56
BS AvM										
1st Year	1,023.05	23	23,530.15	0.00	10,481.04	1,534.58	35,545.77	7,000.00	28,545.77	7,136.44
2nd Year	921.84	20	18,436.80	0.00	9,571.58		28,008.38	7,000.00	21,008.38	5,252.10
3rd Year	869.67	13	11,305.71	0.00	9,215.32		20,521.03	7,000.00	13,521.03	3,380.26
4th Year	820.44	0	0.00	0.00	0.00		0.00			
NOTE: FEES is an approximate computation only and may differ subject to number of lecture and lab units that will be enrolled										

Misc. (2nd Semester, SY 2026-2027)

ASIAN INTERNATIONAL SCHOOL OF AERONAUTICS AND TECHNOLOGY				
Details of Fees for Second Semester School Year 2026-2027				
Tuition Fee Per Unit (BSAMT/BSAET/BSAVM)	1,023.05	921.84	869.67	820.44
Tuition Fee Per Unit (BSEMC)	912.91	893.26	842.70	795.00
Laboratory Fee per subject (BSAMT/BSAET)	2154.82	2,064.00	2,064.00	2,064.00
Laboratory Fee per subject (BSEMC)	2000.00	2,000.00	2,000.00	2,000.00
Miscellaneous Fees				
Registration Fee	849.26	798.93	753.71	711.05
Library Fee	607.00	546.96	546.96	546.96
Medical/ Dental Fee	783.94	737.48	695.73	656.35
Athletics Fee	682.03	614.56	579.78	546.96
Guidance Fee	653.29	614.56	579.78	546.96
Energy Fee	2613.13	2,458.26	2,319.11	2,187.84
Student Services	1051.44	902.48	902.48	902.48
Maintenance Fee	1051.44	902.48	902.48	902.48
Testing Materials	682.03	614.56	579.78	546.96
Drug Test/XRAY				
Internet Fee	572.64	516.00	516.00	516.00
Audio Visual	329.10	309.60	309.60	309.60
School ID				
School Publication (Altitude)	327.37	294.99	278.29	262.54
Student Insurance				
Student Handbook				
Community Extension	96.52	86.97	82.04	77.40
Student Body Organization Membership Fee	81.85	73.75	69.58	65.64
Intramurals Team Fund				
FUN RUN				
PRISAA Fee	100.00	100.00	100.00	100.00
Total	10,481.04	9,571.58	9,215.32	8,879.22

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

When is my balance payable?

After payment of your down payment upon enrollment per semester, your fees are payable in 4 equal installments with the following payment schedule:

First Semester

Prelim Exam	: September 4, 2026
Midterm Exam	: October 2, 2026
Semi-Final Exam	: October 30, 2026
Final Exam	: December 5, 2026

Second Semester

Prelim Exam	: February 12, 2027
Midterm Exam	: March 12, 2027
Semi-Final Exam	: April 16, 2027
Final Exam	: May 14, 2027

Students who are unable to pay the installment amount on these dates should approach the School Administrator (admin@aisat.edu.ph) 3 days before the due date to explain their situation. Students who are delinquent without any reason and who do not inform the School Administrator 3 days before the due date will be charged a late **fee of PHP 500.00 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 BSAMT student:

Total Fee payable	: 50,949.21
Less: Downpayment**	: 7,000.00
Balance after Down Payment	: 43,949.21

Payable Amounts (Balance divided by 4) before	
September 4, 2026	: 10,987.30
October 2, 2026	: 10,987.30
October 30, 2026	: 10,987.30
December 5, 2026	: 10,987.30

** Downpayment for ALL year levels is PHP 7,000.00

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/>

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 will be invited to join the classroom via email.

What is the cost of Uniforms?

STUDENT'S UNIFORM PRICES		
SY 2026-2027		
GENERAL UNIFORMS/OTHERS		PRICE
ROTC/CWTS Uniform		280.00
AISAT Jacket		1,200.00
Wednesday Uniform (Polo Shirt)		650.00
PE Uniform		750.00
	Jogging Pants	470.00
	PE Shirt	280.00
Shoulder Board		100.00
ID Sling (replacement)		152.00
Student ID (replacement)		175.00
BSAMT & BSAET		
Type A (2 sets)		3,810.00
	Polo (2 pcs.)	1,300.00
	Pants (2 pcs.)	1,300.00
	Nameplate	450.00
	Collar Pin	350.00
	Buckle	360.00
	Belt	50.00
Laboratory Uniform (over-all)		1,500.00
PPE		450.00
	Goggles	
	Respiratory Mask	
	Ear Plug	
	Arm Sleeves	
	Gloves	
BSEMC		
Type A (2 sets)		3,300.00
	Polo/Blouse (2 pcs.)	1,300.00
	Pants (2 pcs.)	1,300.00
	Nameplate	350.00
	Collar Pin	350.00
BSAvM (Female)		
Type A (2 sets & 1 Blazer)		5000.00
	Blouse (2 pcs.)	1,550.00

	Skirt (2 pcs.)	1,300.00
	Vest	1,050.00
	Nameplate	450.00
	Collar Pin	350.00
	Scarf	300.00
Type A (2 sets & 1 Blazer)		5,150.00
	Blouse (2 pcs.)	1,550.00
	Trousers/Pants (2 pcs.)	1,450.00
	Vest	1,050.00
	Nameplate	450.00
	Collar Pin	350.00
	Scarf	300.00
BSAvM (Male)		
Type A (2 sets & 1 Blazer)		5,250.00
	Long Sleeves (2 pcs.)	1,550.00
	Pants (2 pcs.)	1,550.00
	Blazer	1,050.00
	Nameplate	450.00
	Collar Pin	350.00
	Necktie	300.00

For questions please email cashier@aisat.edu.ph

What is included in the Type A sets?

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

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.

OFFICE OF STUDENT AFFAIRS:

When will the orientation be?

First Semester

Orientation will be conducted on **August 7, 2026**.

Second Semester

Orientation will be conducted on **January 18, 2027**.

What scholarships are available?

- A. Student Assistance Scholarship (SAS) - See [Student Handbook](#) for details
- B. Academic Scholarships - See [Student Handbook](#) for details
- C. IDT Scholarship for BS in Entertainment & Multimedia Computing Program
- D. 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.

NOTE: You may visit our website at <https://aisat.edu.ph/scholarships/> for more information or email the scholarship coordinator at osa@aisat.edu.ph for direct assistance.

What information can I find on the AISAT website?

- A. [School Calendar](#)
- B. [Student Handbook](#)
- C. [Contact Details of All Personnel \(Email List\)](#)
- 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".

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 12NN
Uniform Order	https://forms.gle/rtowZNrE3pvf5c4b7	procurement@aisat.edu.ph	3 working days if in stock. For order basis items, please wait for our email	M - W - F 9AM to 12NN
Credentials Order	https://docs.google.com/forms/d/e/1FAIpQLScsLUfS-YLab3IApVXj_eqyzm6hhcbV7hsxLDTZQBij1yolXA/viewform	registrar@aisat.edu.ph	10 working days	9AM to 12NN

Request Forms

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

Order Forms	Links	Follow Up With	Processing Time
Student Portal Concern	https://forms.gle/QdSxtZv3FuqyKxVG6	it@aisat.edu.ph	2 working days
Google 2-Step Verification	https://forms.gle/nqTmJoKpGdXaq5FC6	it@aisat.edu.ph	2 working days
Google Password Reset	https://docs.google.com/forms/d/e/1FAIpQLScO89KXsvGKQJUPdSnBZpild4ZBGGZeZqq64BzcSi7ykcQlMA/viewform	it@aisat.edu.ph	2 working days
Payment Extension Request (form is available upon request)	https://forms.gle/P9JniYXZdTvAE1ga6	admin@aisat.edu.ph	2 working days
Request to Open Subject (form will be available during the second semester)	https://forms.gle/CFELgZyZCwi2ZMjw7	acad@aisat.edu.ph	

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.

CONTACT DETAILS:

Who can I go to for various concerns?

DESIGNATION	NAME	EMAIL	LOCAL NO.**
Dean of Aviation	Ed Vincent Ybanez	avi@aisat.edu.ph	301
BSAvM Officer-in-Charge	Karina Ingrid Therese R. Kahulugan	avm@aisat.edu.ph	N/A
IDT Program Head	Kelly Ruth Marimon	idt@aisat.edu.ph	N/A
Administrator	Matty Joey Torres	admin@aisat.edu.ph	206
Registrar	Hazel Joy Barnes	registrar@aisat.edu.ph	102
Cashier	Fritney Campana	cashier@aisat.edu.ph	103
Office of the Student Affairs	Marvin Miculob	osa@aisat.edu.ph	205
Clinic	Jeanne Vidal	clinic@aisat.edu.ph	201
Guidance	Emarie Oga	guidance@aisat.edu.ph	306
Campus Ministry		ministry@aisat.edu.ph	207
Library	Roselyn Manalo	library@aisat.edu.ph	401
Placement	Pauline Marie Dumagan	placement@aisat.edu.ph	101
Admissions/Marketing Office	Faye Kintanar	admissions@aisat.edu.ph	101
IT (Portal and Email issues)	Charie Joy Habla	it@aisat.edu.ph	N/A
Helpdesk - all other concerns	Faye Kintanar	helpdesk@aisat.edu.ph	101

** Trunk Line Phone Number: **(082) 295-7219**

What is the best way to communicate with AISAT personnel?

For inquiries or concerns, you may contact the appropriate office or personnel through their official email address. You may also visit their respective offices during office hours, if necessary.

For the email addresses and contact details of AISAT personnel, please visit the [AISAT Email Directory](#)