



**SENIOR HIGH SCHOOL DEPARTMENT
ONLINE ENROLLMENT PROCEDURE
GRADE 12 STUDENTS**

Important:

Applicants with **complete grades** and **cleared from the accounting office** can proceed with the enrollment process, for clarifications contact registrar@aisat.edu.ph and cashier@aisat.edu.ph (for accounts concerns).

Procedure:

1. Payment

See discounted fees for JC 2 or 2nd year SHS.

Minimum down payment to enroll is: 5,000

Payment on Tuition and other School Fees must be done online, through Gcash or deposit with Metrobank.

Bank: Metrobank

Account #: 6687668027993

Account Name: AISAT CORP.

(Send a copy of the deposit slip with your NAME and STUDENT ID written on the deposit slip and attach via email to cashier@aisat.edu.ph)

2. FILL OUT THE ONLINE FORM

- a. Fill out the online enrollment form at this link: shorturl.at/dgsDI
- b. Make sure you use an email address that you can access as this is where we will send your Notice of Registration.

3. CONFIRMATION OF ENROLLMENT SENT TO YOUR EMAIL

!!! All completed application by Friday will be confirmed by Tuesday of the following week !!!

Once your enrollment is validated, you will receive an email of your Certificate of Registration with your:

Student ID Number. :xxxx

Class Section :xxxx

Class codes will be made available on the AISAT website (www.aisat.edu.ph) by August 15, 2020.