

ENROLLMENT PRIMER

Home Study Program™

SCHOOL YEAR 2021 - 2022





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ENROLLMENT PRIMER

**Home Study
Program™**



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Program Overview

ENROLLMENT PRIMER

Home Study Program™

We offer **Home Study Program** for preschool, kindergarten, and elementary levels. Home Study Program is an alternative delivery mode of education that provides learners with access to formal education while staying in an out-of-school environment. Authorized parents, guardians, or tutors take the place of the teachers as learning facilitators.

Option A

Home Study Complete Package (for families with or without Home Study Program experience)

- ☐ Parent serves as child's teacher
- ☐ Full access to SDIMS Modules
- ☐ Textbooks are included
- ☐ Academic Adviser may be consulted upon schedule
- ☐ Parent prepares the Grade sheet and Learning Portfolio

Option B

Home Study Basic (not applicable for families without Home Study Program experience)

- ☐ Parent serves as child's teacher
- ☐ Parent prepares lessons, activities, & learning materials
- ☐ Textbooks are NOT included
- ☐ Once a quarter consultation with Academic Advisers
- ☐ Parent prepares the Grade sheet and Learning Portfolio



Eligibility for Students

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Option A

Home Study Complete Package

☐ Academic Requirements

For Student

- ☐ No Grades below 80 in all subjects
- ☐ General Weighted Average (GWA) should not be lower than 80

☐ Documentary Requirements

For Student

- ☐ Duly Accomplished Online Application Form
- ☐ Original Copy of Birth Certificate
- ☐ 2x 2 recent colored picture w/ white background
- ☐ Proof of Grade Level: Original copy of the most recent report card (F-138/SF9) duly signed by the school head or P.E.P.T. / Validating Test Result (in the absence of the Report Card & Form 137)

Option B

Home Study Basic

☐ Academic Requirements

For Student

- ☐ Certificate of Completion that the child has already completed one (1) school year of Home Study Program
- ☐ No Grades below 80 in all subjects
- ☐ General Weighted Average (GWA) should not be lower than 80

☐ Documentary Requirements

For Student

- ☐ Duly Accomplished Online Application Form
- ☐ Original Copy of Birth Certificate
- ☐ 2x 2 recent colored picture w/ white background
- ☐ Proof of Grade Level: Original copy of the most recent report card (F-138/SF9) duly signed by the school head or P.E.P.T. / Validating Test Result (in the absence of the Report Card & Form 137)



Eligibility for Parents / Tutors

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Option A

Home Study Complete Package

☐ Eligibility Requirements for Primary Instructor

☐ The primary instructor (parent/guardian/tutor) of the child shall possess the following basic qualifications:

- a. Must be a College degree holder
- b. Must have the time to teach
- c. Must be willing to undergo training on HSP
- d. Must submit parents/tutors profile

- ☐ Transcript of Records of primary instructor
- ☐ Signed Memorandum of Understanding

Option B

Home Study Basic

☐ Eligibility Requirements for Primary Instructor

☐ The primary instructor (parent/guardian/tutor) of the child shall possess the following basic qualifications:

- a. Must be a College degree holder
- b. Must have the time to teach
- c. Must be willing to undergo training on HSP
- d. Must submit parents/tutors profile

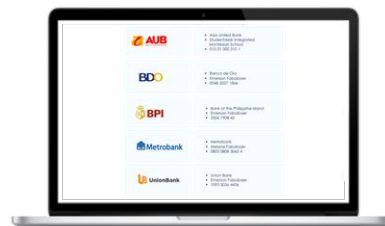
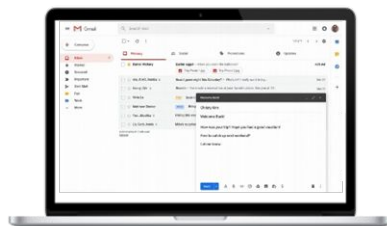
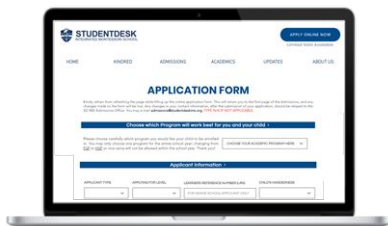
- ☐ Transcript of Records of primary instructor
- ☐ Signed Memorandum of Understanding



Application Process

ENROLLMENT PRIMER

Home Study Program™



STEP 1. APPLY

Visit our website at www.studentdeskims.org/admissions
Fill out the online enrollment application.

Read the content and choose carefully which program you would like your child to be enrolled in.

STEP 2. SUBMIT

Email the admission requirements to admissions@studentdeskims.org

You will receive an update on the status of your application through your registered mobile number within 5 days.

STEP 3. PAY

Pay tuition fee and other applicable fees online. Kindly email the proof of payment to accounting@studentdeskims.org

An official receipt shall be issued after confirmation of payment. The copy of receipt will be sent to your registered email address within 5 days.

STEP 4. CONFIRM

Confirmation of Enrollment shall be sent to your registered email address within 5 days after submission of requirements due upon enrollment.

Parents of accepted applicants should confirm enrollment on the date indicated in the Confirmation of Enrollment.



Enrollment Period

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A student's application will be given due course when the student-applicant meets all the academic requirements and has none of the disqualification prescribed by the School, the Department of Education 2010 Revised Manual of Regulations for Private Schools in Basic Education and the SD IMS Parent Orientation Manual as amended and such other rules promulgated by the School.

The school reserves the right at any time to refuse, to admit, or to re-admit students under certain conditions as enrolment in SD IMS is a privilege. Admission of new students for all levels will be on a first-come, first-served basis and will depend on the availability of slots.

08

January

Early
Enrollment

31

May

Regular
Enrollment

01

June

Late
Enrollment



Fees & Payment Plan

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Option A

Home Study Complete Package

Payment Plan	Full & In Cash	Installment
Tuition & Reg. Fee	35,000.00	38,500.00
Books	8,500.00	8,500.00
Total Fees	43,500.00	47,000.00

Kindly choose your preferred payment plan.

Payment Plan	Due Upon Enrollment	Installment Due
<input type="checkbox"/> Full & In Cash	43,500.00	0.00
<input type="checkbox"/> Installment	27,750.00	9,625.00

Installment Due Dates

2nd Payment
Last Payment

November 05, 2021
February 04, 2022

Option B

Home Study Basic

Payment Plan	Full & In Cash	Installment
Tuition Fee	20,000.00	22,500.00
Registration Fee	2,500.00	2,500.00
Total Fees	22,500.00	25,000.00

Kindly choose your preferred payment plan.

Payment Plan	Due Upon Enrollment	Installment Due
<input type="checkbox"/> Full & In Cash	22,500.00	0.00
<input type="checkbox"/> Installment	13,750.00	5,625.00

Installment Due Dates

2nd Payment
Last Payment

November 05, 2021
February 04, 2022



Ways to Pay

Since all transactions may only be done online until further notice; We are encouraging everyone to pay through online banking with details below:

				
Asia United Bank	Banco de Oro	Bank of the Philippine Island	Metrobank	Union Bank
Studentdesk Integrated Montessori School	Emerson Fababaer	Emerson Fababaer	Melane Fababaer	Emerson Fababaer
015 01 000 310 1	0048 5027 1866	2506 1908 42	0803 0808 3065 4	1093 5036 4436

After completing the transaction, please email Proof of Payment (image) to accounting@studentdeskims.org
Please indicate complete name of student for reference.



Got More Questions?

Our team is ready to assist you throughout your application process and we look forward to welcoming you and your child to our family.

Website

www.studentdeskims.org

Facebook

www.facebook.com/studentdeskims

Mobile Numbers

0956 930 4476 (Globe/TM)
0923 450 5600 (Sun/Smart)

Email Address

studentdeskims@gmail.com



KINDRED™

Digitally Connected
School Community