

Westfield Science Oriented School

BF Resort Drive, BF Resort Village, Las Pinas City

Office of the Admissions

ENROLMENT GUIDE FOR CONTINUING STUDENTS

STEP 1

Update Student Personal Record

Proceed to the Office of the Admissions (OA). Request a printed copy of the Student Personal Record (SPR) and resubmit an updated SPR. Fill out all the fields that require information about the student. An updated SPR is your avenue to Enrolment. The OA may require the student to submit a student clearance from the previous school year.

STEP 2

Pre-Enrolment Registration

Request for copies of enrolment forms, required waivers, and other pertinent documents. Find time to read and fill out all pre-enrolment documents.

STEP 3

Payment of Enrolment Fees

After a successful submission of the Pre-Enrolment Registration forms, choose your desired mode of payment to settle the Upon Enrolment Fee (UE). You may choose to pay online (the Bank Details can be found from the Cashiers Office) or pay Cash to the Cashier's Office of the school. Payment of the UE will complete the process of enrollment.