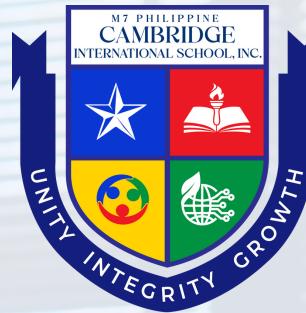


Academic

Fees

School Year
2026 - 2027



**M7 PHILIPPINE CAMBRIDGE
INTERNATIONAL SCHOOL, INC.**

IB DIPLOMA PROGRAMME

	YEAR 11 & 12 IB Certification	YEAR 11 & 12 IB Diploma Programme
Annual Tuition	117,180.00	117,180.00
Miscellaneous Fees	51,600.00	51,600.00
International Baccalaureate (IB) Fees		
DepEd Approved IB Fees	200,000.00	200,000.00
<i>IB Fees Introductory Discount</i>	<i>160,000.00</i>	<i>70,260.00</i>
IB Fees	40,000.00	129,740.00
TOTAL ACADEMIC FEES	208,780.00	298,520.00

Other fees (If applicable)

- Registration and Testing Fees for new students (non-refundable) 5,000.00
- Developmental Fund for new students (non-refundable) 30,000.00
- Reservation Fee (deductible from tuition) 10,000.00
- SEN & Early Intervention Fees (Special Education) 60,500.00
- Foreign Student Fee (MYP & DP) 14,685.00
- Foreign Student Special Study Permit 11,500.00
- School Bond for foreign students (refundable at the end of stay) 10,000.00
- Filipino as a Second Language Group Class 7,000.00
- PTA Fee 500.00

Early Bird Discount

- Full payment made on or before February 28, 2026 7,000.00
- Full payment made on or before March 31, 2026 5,000.00

Trimestral Payment and other modes of payment are available.

Uniforms, school bus service, ELA, Crusader's Ball, graduation, tutorials, POS fees, and other direct costs are NOT included.

All fees are payable by cash, cheque, debit card, credit card or bank transfer.

Late payment charge is 3% per month.



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admissions@pcis.edu.ph

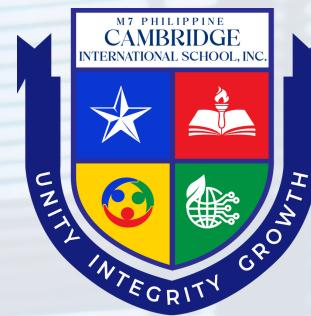


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ENROLL NOW

Academic Fees

School Year
2026 - 2027



**M7 PHILIPPINE CAMBRIDGE
INTERNATIONAL SCHOOL, INC.**

SCHOOL FEES POLICIES

1. Enrollment is for the full school year. Unless a written payment arrangement is approved at enrollment by the parent/guardian and the Headmaster, all annual fees are due upon enrollment. Fees are not prorated for part of the quarter, regardless of the number of days attended.

2. For new students, the Registration and Testing fees are non-refundable. All other fees must be paid on the date due in their entirety.

3. The Developmental Fund is paid only once by new students upon admission. Students enrolling in Nursery are exempt. The fee becomes payable upon entry to Reception. The Developmental Fund is non-refundable and will not be prorated, regardless of the enrollment date.

4. The FSL Fee is non-refundable.

5. Refund Policy:

- | | |
|--|-----|
| • Refund requests received by June 7, 2026 | 90% |
| • Refund requests received by July 7, 2026 | 50% |
| • Refund requests received by August 7, 2026 | 25% |

6. **The late payment charge is 3% per month**, compounded monthly on any outstanding balance after the due date. Report cards and student records will be released once the account is settled.

7. **Honors Discount** (old students only):

- | | |
|-------------------------------|---------------------------------------|
| • MYP 1 Highest Honor Awardee | ₱ 3,000 discount in the MYP 2 tuition |
| • MYP 1 High Honor Awardee | ₱ 2,000 discount in the MYP 2 tuition |
| • MYP 5 Highest Honor Awardee | ₱ 5,000 discount in the DP 1 tuition |
| • MYP 5 High Honor Awardee | ₱ 3,000 discount in the DP 1 tuition |

8. **Reservation Fee Policy.** All old and new students must pay the reservation fee of Php10,000.00 not later than February 28, 2026. The Reservation Fee is a non-refundable payment required to secure a student's slot for the upcoming school year. The reservation fee will be deducted from the student's tuition or enrollment fees upon completion of full enrollment. If the student does not proceed with enrollment, the fee will be forfeited. This policy ensures that the school can plan effectively for staffing, classroom assignments, learning materials, and overall program capacity. Because class sizes are limited, the Reservation Fee helps us manage enrollment responsibly and maintain the quality of education we provide. You hereby acknowledge and agree to the terms of this policy by paying the reservation fee.

PCIS an IB Word School

School Year 2026 - 2027



**M7 PHILIPPINE CAMBRIDGE
INTERNATIONAL SCHOOL, INC.**

ADMISSIONS POLICY

Purpose

The School Admission Policy ensures a fair, transparent, and consistent process for admitting students. It guides families through the requirements, timelines, and expectations for enrollment while helping the school maintain appropriate class sizes, uphold academic standards, and support student success.

Admissions decisions are guided by the school's mission and values and aim to ensure that students can thrive within the school's learning environment, including the expectations of IB Programme(s). Families are expected to support the school's educational philosophy, policies, and student wellbeing requirements.

Eligibility

- The school accepts applicants regardless of race, religion, nationality, or background.
- Age requirements follow the guidelines set by the Department of Education.
- Students must meet the developmental, academic, and behavioral readiness appropriate for their grade level SY 2026-2027.
- PCIS is committed to inclusive education. Admission decisions consider the school's ability to provide reasonable support while maintaining a safe learning environment for the student and others.
- Priority for available places may be given to: 1. Siblings of currently enrolled students, 2. Children of staff, and 3. Returning students, subject to meeting requirements and available slots.
- All information provided during admissions must be accurate. Submission of incomplete or falsified documents may result in non-processing of the application or withdrawal of an offer of admission.

Acceptance and Placement

- Acceptance is based on the applicant's readiness, available slots, and the school's ability to support the student's needs.
- Grade placement follows DepEd guidelines and the school's academic standards.
- The school reserves the right to decline applications when classes are full or when the school cannot adequately support the student's needs.
- Families may request a review of an admissions decision by submitting a written appeal to the Admissions Office within a specified timeframe. The school's decision after review is final.

Waitlisting

If a grade level is full:

- Qualified applicants may be placed on a waitlist.
- Waitlisted families will be contacted if a slot becomes available.
- Waitlist status does not guarantee admission.
- Waitlist priority may consider the date a complete application is received, sibling/returning status, and availability of appropriate support services.

Non-Discrimination

The school does not discriminate based on gender, religion, nationality, or socioeconomic background. All applicants are evaluated fairly and consistently.

Reservation Fee Policy

- A non-refundable Reservation Fee is required to secure a slot.
- Failure to pay by the deadline may result in the slot being offered to another applicant.
- The fee is deductible from tuition upon full enrollment.

Withdrawal or Cancellation

- If a family decides not to proceed with enrollment: The Reservation Fee is forfeited.
- Any refund of tuition or other fees follows the school's Refund Policy.

Enrollment Documentation Policy

A student shall be considered officially enrolled only upon the submission, verification, and approval of all required enrollment documents. The school may, at its discretion, allow provisional enrollment only in exceptional cases and for a limited period. Such arrangements must be documented in writing and approved by the Headmaster, and School Director. Failure to submit the remaining documents within the agreed timeframe may result in the cancellation of the enrollment slot. Any falsified, altered, or misleading documents shall be grounds for denial or revocation of enrollment.

Confidentiality

Information may be shared internally with relevant staff (e.g., Learning Support, Counselling, Teachers) on a need-to-know basis to plan appropriate support. Records are stored securely and retained/disposed of in accordance with the school's Data Privacy policy and applicable laws.

PCIS an IB Word School

School Year
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Admission Process for NEW Students

Step 1: Inquiry and Orientation

Families may inquire by phone, email, or on-site. The Department Coordinator, Academic Head, or the Headmaster will conduct an orientation at the school to explain programs, policies, and expectations.

Step 2: Online Application

Fill out and submit the online application form via the PCIS Portal – www.portal@pcis.edu.ph

Step 3: Submission of Requirements

Download the following PCIS forms from the portal

- Application Confirmation Slip
- Withdrawal Policy
- Data Privacy Statement Consent Form
- Declaration of Student's Pre-existing Condition(s)
- For SEN students, download the Recommendation Form from the Portal and send it to your child's form tutor/class adviser, who knows your child well enough to complete the form and fill out the necessary information.
- Previous Report Card (of at least 1 Term)

Please upload the completed PCIS forms and all other application requirements to the Portal. Applicants must submit all required documents before evaluation. Only applicants who have the complete application requirements will be scheduled for an assessment.

Requests for assessment accommodations (e.g., extra time, assistive technology) should be submitted with supporting documentation prior to the assessment date.



**M7 PHILIPPINE CAMBRIDGE
INTERNATIONAL SCHOOL, INC.**

ADMISSIONS PROCESS

Step 4: Assessment and Interview

Depending on the grade level, the school may conduct:

- Academic assessment
- Language Assessment for English and Filipino
- Parent or student interview

These help determine appropriate placement and support needs. Results will be emailed to the parent's or guardian's email address after 3 days.

Step 5: Evaluation

The Admissions Committee reviews the applicant's documents, assessment results, and interview notes to determine eligibility.

Step 6: Reservation and Enrollment

Once accepted, families must pay the reservation fee to secure the student's slot. Enrollment is confirmed only after full submission of requirements and payment of enrollment fees.

Step 7: Confirmation of Official Enrollment

A student shall be considered officially enrolled only upon the submission, verification, and approval of all required enrollment documents. The school may, at its discretion, allow provisional enrollment only in exceptional cases and for a limited period. Such arrangements must be documented in writing and approved by the Headmaster, and School Director. Failure to submit the remaining documents within the agreed timeframe may result in the cancellation of the enrollment slot. Any falsified, altered, or misleading documents shall be grounds for denial or revocation of enrollment.

PCIS an IB Word School

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**M7 PHILIPPINE CAMBRIDGE
INTERNATIONAL SCHOOL, INC.**

DOCUMENTARY REQUIREMENTS (IBDP)

International Baccalaureate Diploma Programme (IBDP) Years 11 to 12 (Senior High):

- New enrollees must achieve a minimum qualifying score on the Entrance Assessment. Students who do not meet the grade or score requirements may be considered for admission upon the submission of an Academic Waiver Form and a successful interview.
- The IBDP 1 (Year 11) applicant must complete a Department of Education-accredited Secondary program by the end of the school year 2025-2026 (or equivalent) and must have been issued a diploma or Certificate of Completion with the student's Learner Reference Number (LRN).
- The IBDP 2 (Year 12) applicant must submit a Recommendation Letter from the previous school Class Adviser or Guidance Councilor in duly sealed envelope or emailed directly to admissions@pcis.edu.ph
- Former students who completed at least one academic year in PCIS, left without conditions, and transferred to another school but wish to continue their studies at PCIS are considered RETURNEES. Returnees who were enrolled in other schools for only one year are exempted from taking the admissions test.
- Original Birth Certificate (PSA) for Filipinos; for Dual Filipino Citizens: Original Copy of Birth Certificate or Copy of Identification Certificate as Filipino/Certificate of Recognition as Filipino Citizen/ Naturalization Certificate as Filipino (Note: As a general rule, dual citizens are classified as Filipinos upon submission of any of the two proofs of Philippine citizenship stated above as mentioned in www.immigration.gov.ph.)
- Medical or Immunization Records
- ID photos (4pcs 1x2, 4pcs 2x2) white background (recent, close-up, with white background), soft copy is needed also for upload in the portal.
- Learners Progress Report Card (SF9) for SY 2025-2026 (with grades for at least one quarter/term at the time of application) – front and back with name of student, grade level, school logo, LRN.
- Learners Progress Report Card (SF9) for SY 2024-2025 (complete grades) – front and back with the name of student, grade level, school logo, LRN, and with school dry seal.

Additional Requirements for Foreign Students:

- Copy of the birth certificate from the Office of the Civil Registry of the respective country of birth, translated into English, or an embassy certificate of birth details
- Copy of a valid Alien Certificate of Registration (ACR I-card) issued by the Bureau of Immigration (front and back)
- Copy of a valid Passport (bio page)
- Copy of a valid Passport (latest VISA page) and, if available, other valid visa identification documents, e.g., Special Investor's Resident Visa (SIRV), Special Resident Retiree's Visa (SRRV), PRA

Additional Requirements for SEN Students:

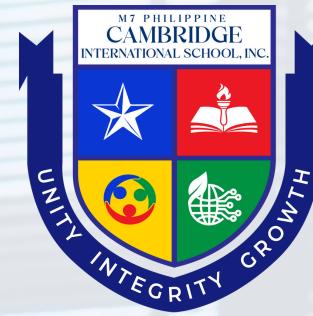
- Developmental Pediatrician's Report.
- Therapy or Evaluation Reports (OT, ST, PT, Behavioral, Psychological) to help determine the child's needs and appropriate placement.
- Recommendation Letter from the previous school's class adviser in duly sealed envelope or emailed directly to admissions@pcis.edu.ph

*Note:

- Only for those coming from international schools and/or schools abroad—a course description of all subjects taken of all levels attended may also be required from the applicant upon evaluation
- All foreign students must have a valid visa or permit to study as mandated by the Philippine Immigration Law. Tourist Visa and Balikbayan Visa holders are required by the Bureau of Immigration (BI) to apply for a Special Study Permit (SSP).
- PCIS will provide assistance in the processing of the SSP once the applicant is confirmed for enrollment. For questions/clarification, you may email executive.assistant@pcis.edu.ph.

PCIS an IB Word School

School Year 2026 - 2027



**M7 PHILIPPINE CAMBRIDGE
INTERNATIONAL SCHOOL, INC.**

SEN EI ENROLLMENT & DOCUMENT POLICY

1. Purpose

This policy mandates that all prospective students must submit complete and accurate documentary requirements before gaining official enrollment. The school is committed to ensuring compliance with regulatory standards, safeguarding student welfare, and maintaining an orderly and transparent enrollment process.

2. Policy Statement

A student shall be considered officially enrolled only upon the submission, verification, and approval of all required enrollment documents. No student may be included in class lists, issued official school records, or granted access to school services until all documentation has been fully completed.

3. Additional Documentary Requirements

Applicants identified as having Special Educational Needs (SEN) or enrolled in Early Intervention (EI) programs must submit the following additional documents, as applicable, to ensure appropriate academic placement, regulatory compliance, operational efficiency, student safety and welfare, fairness and consistency.

A. Medical and Developmental Records:

- Updated Developmental Pediatrician's Report (preferably issued within the last 6–12 months)
- Medical clearance indicates the child is fit to attend school.

B. Educational and Intervention Plans

- Individualized Education Plan (IEP), Learning Support Plan, or equivalent document from the previous school or center (if available)
- Early Intervention Program Plan or progress report for EI students.
- If no formal plan is available, the school will conduct internal baseline assessments.

C. Therapy and Intervention Background

Therapy Reports and Progress Summaries, including:

- Occupational Therapy (OT)
 - Speech Therapy (ST)
 - Physical Therapy (PT)
 - Behavioral or Psychological Therapy
- (Indicate frequency, duration, and provider)

D. Classroom Support and Accommodations

- Disclosure of Required Accommodations/Services, such as:
- Shadow teacher or learning aide
- Assistive devices or specialized materials
- Shadow Teacher Profile and Agreement

E. Placement and Transition Considerations

- Transition or Transfer Report (for students transferring from another school or center)
- Trial Class or Observation Period Agreement, if deemed necessary by the school

F. Interview and Assessment

- Parent interview
- Child screening or school readiness assessment
- Health profiling or clinic interview

4. Conditional or Provisional Enrollment

The school reserves the right to request additional documents, conduct further assessments, or recommend a provisional or trial placement to ensure the student's safety, well-being, and successful inclusion in the school program.

The school may, at its discretion, allow provisional enrollment only in exceptional cases and for a limited period. Such arrangements must be documented in writing and approved by the Headmaster and School Director. Failure to submit the remaining documents within the agreed timeframe may result in the cancellation of the enrollment slot.