



## SLOT RESERVATION PROCEDURE





## STEP 1

Registration and Submission of Requirements

Visit the Admissions Office to submit your original enrollment requirements along with a photocopy to obtain your student number.

**Location: Information Center near Recto Gate** 

Office Hours: 8:00 AM to 5:00 PM (Monday to Friday, excluding public holidays)



After receiving the student application form, pay the reservation fee to the Accounting Office.

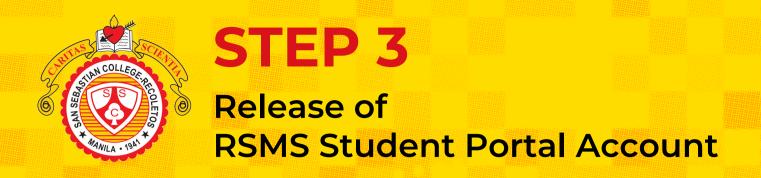
Location: Window 7, Cashier – Ground Floor, St. Monica Building

Office Hours: 8:00 AM to 5:00 PM (Monday to Friday, excluding public holidays)



## Minimum Reservation Fee by Academic Program

- College **P3,000.00**
- Senior High School
  - Senior High School under Enriched Program **P3.000.00** 
    - Senior High School under V + 10 Program (Public School) P1,000.00
    - Senior High School under
      No Top-Up Program (Public School)
      No Down Payment
- Kindergarten to Junior High School \$2,000.00



Present your official receipt at the Admissions Office to obtain your RSMS Student Portal account and official student number.

**Location: Information Center near Recto Gate** 

Office Hours: 8:00 AM to 5:00 PM (Monday to Friday, excluding public holidays)



For inquiries, you may message the following:

- <u>www.sscrmnl.edu.ph</u>
- admissions@sscrmnl.edu.ph
- 8734 8931 to 39
- @sansebastiangoldenstags