

GSCS ONLINE ENROLLMENT PROCEDURE MANUAL

Parents can enroll their children via online by following the general procedure below:

Step 1 – Go to

<https://www.goodshepherdcathedralschool.edu.ph/subpages/downloads.aspx?PageIndex=3>

Good Shepherd Cathedral School

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Admission Recommendations (Adviser) Admission Recommendations (Adviser)	Enrollment Form	February 05, 2019	Download

Step 2 – Download the “Online Enrollment Form.” Fill out the form accurately and completely. Incomplete application will not be processed.

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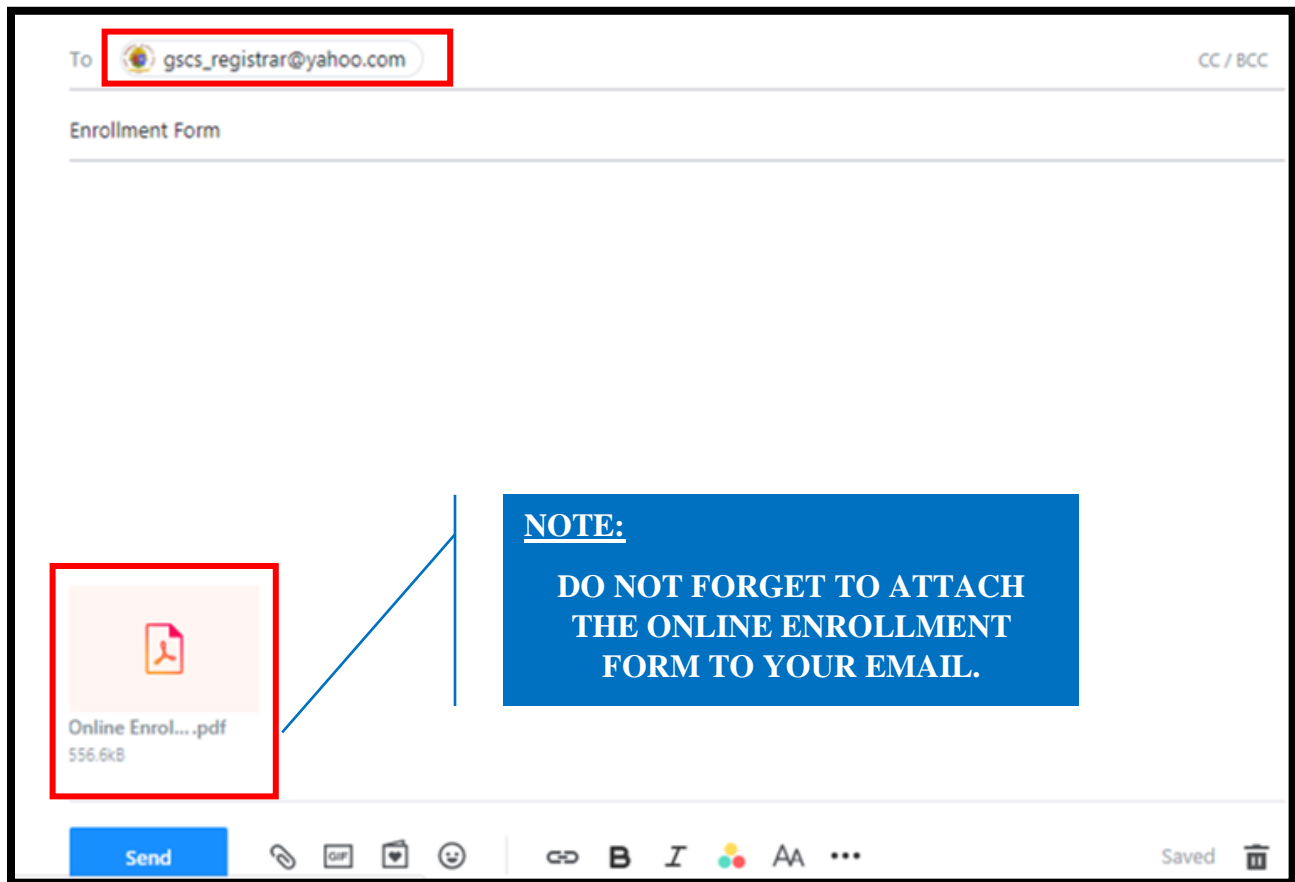
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NOTE:
DOWNLOAD ANY OF THE TWO
ONLINE ENROLLMENT FORM
FILES BASED ON YOUR DEVICE
COMPATIBILITY.

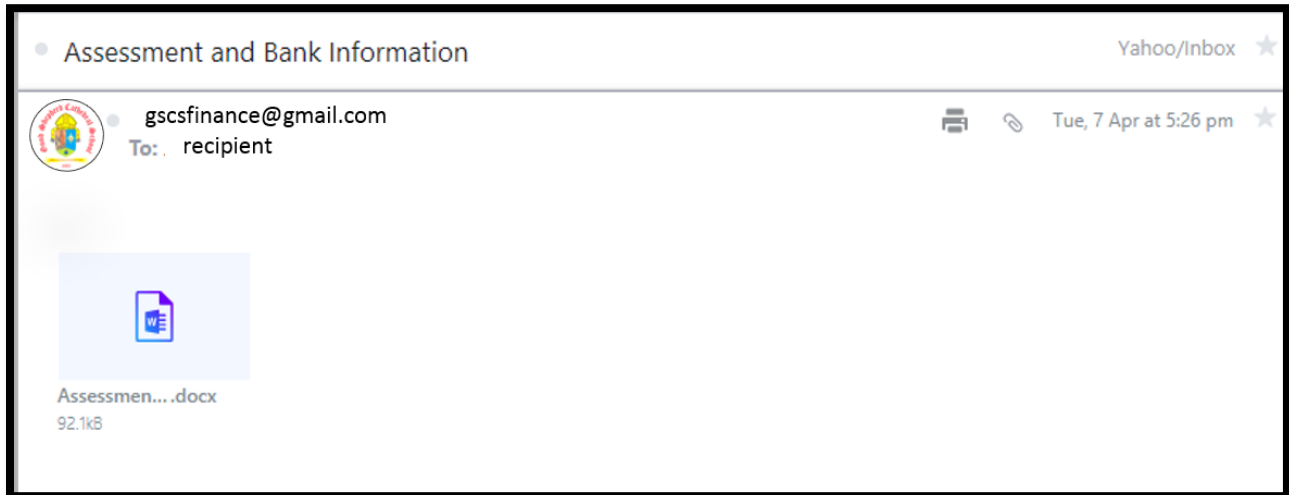
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Step 3 – E-mail the complete online enrollment form to **gscs_registrar@yahoo.com** for initial registration.

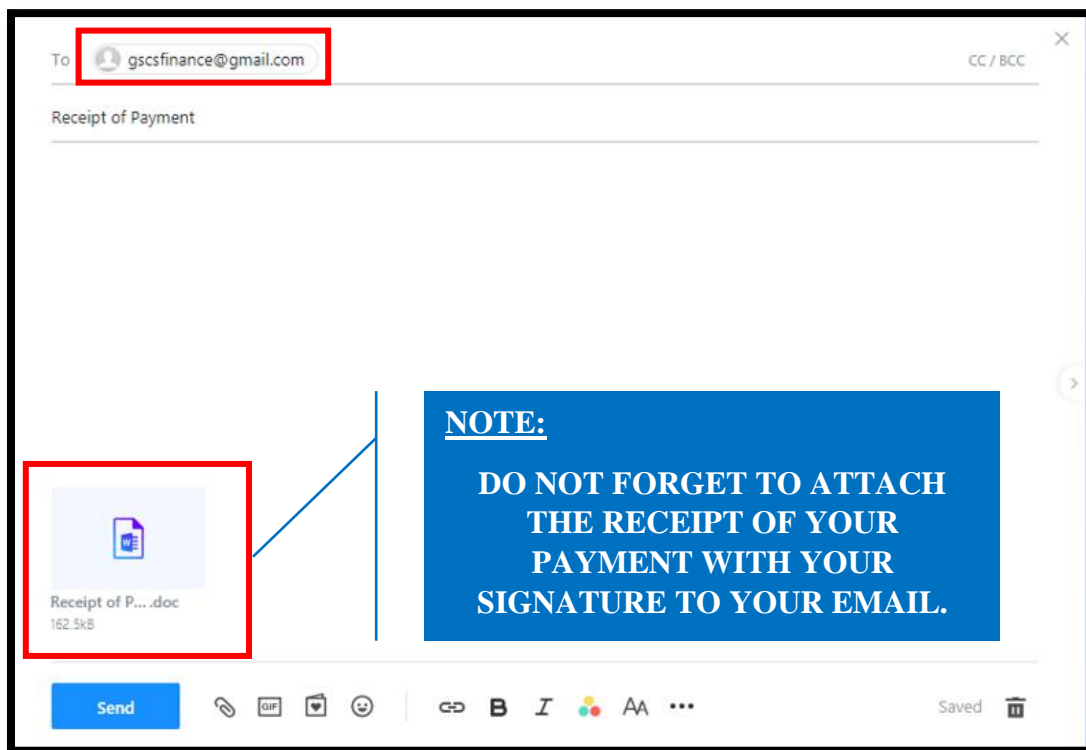


The School Registrar will forward the enrollment form to the CCC Coordinator for the approval of club. Then, the CCC Coordinator will forward the enrollment form to the Accounting Office for assessment.

Step 4 – The accounting office will send you an email containing the assessment and bank account information of the school.



Settle your account and once paid, e-mail the receipt of payment with your signature to **gscsfinance@gmail.com**. Then, the Accounting Office will e-mail you and the Registrar the confirmation of payment within 3 to 7 banking days.



Step 5 – An e-mail from the Registrar’s Office will be sent to you to CONFIRM your child's enrollment.

