



BED RECORDS UNIT



BED ENROLLMENT SCHEDULE, AY 2022-2023

New Students

Kinder
Grade 7
Grade 11
Transferees (Grades 1-6 and 8-10)

May 16 to August 10, 2022

Old or Continuing Students
(online enrollment)

July 11 to August 10, 2022

START OF CLASSES

August 15, 2022



Notes:

1. For old/continuing students: **online** processing only; however, payment can be done onsite.
2. All enrollees are encouraged to accomplish the google form until **August 10, 2022** using their knightmail account. The Official Enrollment Form (OEF) is a requirement for payment. Otherwise, payment will be considered null and void.
3. If the student enrollee is immediately in need of an Official Receipt, onsite payment is suggested.



BED ONLINE ENROLLMENT PROCEDURE for OLD or CONTINUING STUDENTS

1 PRE-ENROLLMENT

Visit the Letran Calamba website at www.lettran-calamba.edu.ph on **July 11 – August 10, 2022** and accomplish the BED Online Enrollment Google Form.

For employee dependents, please fill out the personnel discount form google link:

<https://bit.ly/PersonnelDiscountForm>

prior to enrollment to process the enrollment *(if applicable)*.

For Student Discount, kindly fill out the google link:

<https://bit.ly/StudentDiscountForm>

prior to enrollment to process the enrollment *(if applicable)*.

2 PROCESSING OF ENROLLMENT

Once processed, the Enrollment Team will update you on the status of your enrollment through your knightmail account. The Accounting Services Department will email you the OEF (Official Enrollment Form) in PDF format, together with payment instructions on the following working day.





BED ONLINE ENROLLMENT PROCEDURE for OLD or CONTINUING STUDENTS

3 PAYMENT OF FEES AND VALIDATION OF ENROLLMENT

Pay the amount via accredited banks and payment centers and upload the proof of payment to google form <https://bit.ly/paymentvalidation2021> for verification and enrollment validation. Validation of enrollment for online payment is within two (2) working days upon receipt of proof of payment.

(Note: If immediately in need of official receipt, please pay onsite)

4 NOTIFICATION OF OFFICIAL ENROLLMENT

Upon validation of enrollment, a Notice of Official Enrollment will be sent to you via email on the following working day and your enrolled subjects will be uploaded in the Blackboard (BB).



BED ONSITE ENROLLMENT PROCEDURE *for Returnees*

1

- ✓ Proceed to the Principal's Office for the processing of your onsite enrollment.
- ❖ *Only vaccinated students are allowed for onsite enrollment.*
- ✓ You will be endorsed to the BED Records Unit for academic evaluation and promotion.

2

Go to the Accounting Services Department for printing and release of Official Enrollment Form (OEF).

3

Affix your signature at the back page of the OEF and proceed to the Cashier's Office for payment of fees and validation of enrollment.



BED PROCEDURE *for Offsite Payment*

1 Pay the amount via accredited banks and upload the proof payment to <https://bit.ly/paymentvalidation2021> for verification and enrollment validation. Validation of enrollment for online payment is within two (2) working days upon receipt of proof of payment.

2 Upon validation of enrollment, a Notice of Official Enrollment will be sent to you via email in the following working day and your enrolled courses will be uploaded in the Blackboard (BB).



REGISTRAR'S DEPARTMENT



PAYMENT OPTIONS

Account Name:
COLEGIO DE SAN JUAN DE LETRAN CALAMBA, INC.



245610-0137-43
PHILIPPINE NATIONAL BANK(PNB)
Bucal Branch



Sender's Name: **Student's Name**
Receiver's Name: **Letran Calamba**
Transaction Type: **Collections**
Amount: **Amount to be Paid**
Reference No.: **Student Number**



007710086613
BANCO DE ORO(BDO)
Canlubang i-Mall Branch



10-107-007323-0
UNION BANK
Calamba Branch



0923-3236-19
BANK OF THE PHILIPPINE ISLANDS(BPI)
Calamba Real Branch (*Online Banking Only*)



PAYMENT OPTIONS

Account Name:
COLEGIO DE SAN JUAN DE LETRAN CALAMBA, INC.



Gcash Message: Type the ID No. and Name

