



**BASIC EDUCATION
ENROLLMENT SCHEDULE
OLD/CONTINUING LEARNERS
AY 2026-2027**

APRIL 7 - JUNE 5, 2026

**8:00 AM - 5:00 PM
(except Saturdays, Sundays, Mondays and
holidays)**



AY 2026-2027

**BASIC EDUCATION
ENROLLMENT SCHEDULE**

NEW LEARNERS/TRANSFEREES

KINDER

GRADE 7

INCOMING GRADE 11

TRANSFEREES

**MARCH 23
TO
JUNE 5, 2026**

**OLD / CONTINUING
LEARNERS**

**APRIL 7
TO
JUNE 5, 2026**

START OF CLASSES

JUNE | 8 | 2026

June 9 - June 30 - LATE ENROLLMENT





GENERAL PRELIMINARY PROCEDURES

01 APPLICATION FOR DISCOUNTS

Completed application for discount must be signed by the concerned department head/s before enrollees can proceed with the enrollment.

Type of Discount	Discount Form	Who may avail?	Required document to be attached to the discount form
Alumni Discount	LEARNER DISCOUNT FORM can be obtained from the <i>Admissions Office - Registrar's Department</i> <i>Note: only one discount can be availed</i>	Children of alumni who are enrolling for the first time	a. Photocopy of parent's alumni card or any of the following: · Diploma; · TOR; or · Certification of graduation
Sibling Discount		Enrollees with sibling/s enrolled in Letran Calamba	None
Personnel Discount	PERSONNEL DISCOUNT FORM can be obtained from the Human Resource Department (HRD).	Children of Letran Calamba's personnel	None

02 UNBLOCKING OF ENROLLMENT ACCOUNT

Enrollees are advised to check their knightmail account. The concerned department will email the learner about their deficiencies before the start of enrollment. Learners must resolve their deficiency/ies with the relevant offices/departments in order to be unblocked of their enrollment account.

SPECIFIC PRELIMINARY PROCEDURES

01 With Back Account

- Go to the Cashier's Office for payment of back account.
- Proceed to enrollment proper.

02 With deficiency/ies in the different offices/departments

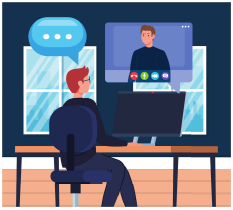
- Report to the concerned office/s or department/s for clearing of deficiency/ies and for unblocking of enrollment account.
- Proceed to enrollment proper.





3 STEPS

ENROLLMENT PROCEDURES A. OLD/CONTINUING LEARNERS



01

PROCEED TO ACCOUNTING WAITING AREA

Proceed to the designated waiting area in front of the Accounting Department's satellite office and secure Enrollment Pass to request for printing of OEF. Submit the accomplished discount form (if applicable) to the Accounting staff/facilitator and wait for the issuance of your **Official Enrollment Form (OEF)**.



03

PROCEED TO BOOKSTORE

Proceed to the Bookstore for list of books, purchase of PE uniforms, and other school supplies.




02

PAYMENT OF ENROLLMENT FEES AND VALIDATION



Review the Data Privacy Consent on the back page of the OEF and confirm your understanding and consent to the terms outlined. Then, proceed to the Cashier's Office for payment of fees and validation of enrollment and submit the accomplished Enrollment Evaluation Form.

CONTACT US

-  (049) 545-5453 local 2052
-  bedrecords_request@letran-calamba.edu.ph
-  LetranCalamba Registrar's Department



4 STEPS

ENROLLMENT PROCEDURES B. for RETURNEES



01 ACADEMIC EVALUATION

Proceed to the Registrar's Department - BED Records Unit for academic evaluation, checking of back account, activation of enrollment account, change of enrollment status, enrollment, and issuance of endorsement for printing of OEF.



03 PAYMENT OF ENROLLMENT FEES AND VALIDATION

Review the Data Privacy Consent on the back page of the OEF and confirm your understanding and consent to the terms outlined. Then, proceed to the Cashier's Office for payment of fees and validation of enrollment and submit the accomplished Enrollment Evaluation Form.

02

PRINTING OF OEF

Go to the Accounting Department's satellite office for printing and issuance of Official Enrollment Form (OEF).




04

PROCEED TO BOOKSTORE

Proceed to the Bookstore for list of books, purchase of PE uniforms, and other school supplies.



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OPTION FOR ONLINE BANK PAYMENT

01

Pay the amount via accredited banks and payment centers of the Colegio and upload the proof of payment to google form <https://bit.ly/paymentvalidation2021> for verification and enrollment validation.

Please complete the Google forms and select **ENROLLMENT PAYMENT** as the payment type.

Validation of enrollment for online payment is within two (2) working days upon receipt of proof of payment.

02

Upon enrollment validation, the Cashier will send a notice of official enrollment to the enrollee's Knightmail account, and the ITD will upload the enrolled subjects in the LMS.

PAYMENT OPTIONS



Letran Calamba
A Culture of Conscience, Discipline, and Excellence

Account Name:

COLEGIO DE SAN JUAN DE LETRAN CALAMBA, INC.



012570049766

BANCO DE ORO (BDO) Halang Branch
SWIFT CODE: BNORPHMM

JQR Ph
SCAN NA ALL!

NO FEES



Payment Validation:

Kindly upload the deposit slip/s and/or bank transactions receipt/s with complete details (**Bank Account Number, Transaction Date, Amount Deposited/Transferred, Confirmation/Reference Number and student's name and ID number**) to this link /QR code.

<https://bit.ly/paymentvalidation2021>



GRANTED
AUTONOMOUS
STATUS



PACUCOA
ACCREDITED



APCOO

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LetranCalamba Registrar's Department

Registrar's Department - BED Records Unit



ENROLLMENT REMINDERS

- 01 Printing of assessment and adjustment forms or OEFs shall be done at the Accounting Department's satellite office upon presentation of Endorsement for Printing of OEF to the Accounting staff/facilitator.

- 02 Do not forget to review the Data Privacy Consent on the back page of the OEF and confirm your understanding and consent to the terms outlined. Then, proceed to the Cashier's Office for payment of fees and validation of enrollment and submit the accomplished Enrollment Evaluation Form.

- 03 Requests for re-assessment and/or re-printing of OEFs shall be accommodated only by the Accounting Department upon presentation of S.I.
 - a. Secure a payment slip from the Accounting Department.
 - b. Proceed to the Cashier's Office and pay P50.00.
 - c. Present S.I. at the Accounting Department for re-assessment and/ or re-print of OEF.

- 04 Late enrollees will be charged accordingly.

- 05 Deadline for Reservation and Payment of Fees

Enrollment Dates	Deadlines for Course Reservation and Payment of Fees
Regular Enrollment April 7 to June 5, 2026	June 5, 2026
Late Enrollment *June 9 to 30, 2026 Onsite payment at the Cashier's Office is encouraged for real-time enrollment validation and quicker enrollment in the LMS. <i>*except Mondays, Saturdays, Sundays, and holidays</i>	
Last day for dropping of courses with tuition fee refund: 75% refundable – June 15, 2026 50% refundable – June 23, 2026	

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