



FOUNTAIN INTERNATIONAL SCHOOL
“where love and concern spell success”

ADMISSIONS PROCESS



Admissions Guidelines

Age Requirements

This age requirement follows both Cambridge Assessment International Education standards and official DepEd enrollment mandates.

Minimum Age	Grade Level
3	Nursery
4	Pre-Kinder
5	Kindergarten
6	Grade 1
7	Grade 2
8	Grade 3
9	Grade 4
10	Grade 5
11	Grade 6
12	Grade 7
13	Grade 8
14	Grade 9
15	Grade 10
16	Grade 11
17	Grade 12



FOUNTAIN INTERNATIONAL SCHOOL

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For Inquiries

Get in Touch With Us

Feel free to reach out using the channel that works best for you.

Email

Send us a message for general admissions and administrative inquiries.
inquiry@fis.edu.ph



WhatsApp

Send a direct message for instant assistance from our team.
[+63 956 840 6000](https://wa.me/639568406000)



Facebook

Follow us to stay updated on events and chat live with a representative.
facebook.com/fountainintlschool



Instagram

Explore life on campus and send us a message anytime.
instagram.com/fountain.school



Website

Learn more about our school and leave your inquiry via our online form.
fis.edu.ph



ADMISSIONS PROCESS



STEP 1

Visit and Consult

Parents and prospective students are encouraged to visit the school to learn more about Fountain International School and the admissions process.

During the visit, families may:

- ☐ Meet with the admissions team.
- ☐ Learn about the school's curriculum, programs, learning environment, student life, tuition and fees, school policies, and enrollment process, while having the opportunity to ask questions and receive personalized guidance.
- ☐ Take a guided tour of the campus and facilities. (Campus tours are subject to availability, and access to classrooms and certain facilities may be restricted during school hours to minimize disruption to ongoing classes.)
- ☐ Discuss the student's educational background and individual learning needs.
- ☐ Optionally complete the application and take the assessment during the visit, subject to availability, provided that initial requirements are submitted.

For families who are unable to visit the campus in person, an online consultation via video conference may be arranged by appointment.



STEP 2 Apply and Schedule

Applicants must complete the application process before an assessment schedule can be arranged. Parents or guardians are required to:

- ☐ Complete the official application form.
- ☐ Submit the initial application requirements.
- ☐ Settle the non-refundable application and testing fee of PHP 2,500.
- ☐ Schedule the student's entrance assessment at a mutually agreed date and time, subject to the school's testing schedule and availability.

INITIAL REQUIREMENTS

Authenticated
PSA Birth
Certificate

School
Report Card
(Form 138)

Accomplished
Application
Form

Once the application has been processed and the application and testing fee has been received, the Admissions Office will confirm the student's assessment schedule and provide the necessary details and instructions, including:

- ☐ The date and time of the assessment.
- ☐ The testing venue.
- ☐ Other important reminders.

Parents are encouraged to inform the Admissions Office in advance if they need to reschedule the assessment due to unforeseen circumstances. Assessment schedules are subject to availability and approval by the school.

ASSESSMENT SCHEDULE

Monday to Friday
8:30 AM – 3:00 PM

Saturday
9:00 AM – 12:00 NN



STEP 3 Assessment and Results

The assessment process is designed to evaluate the applicant's academic readiness, communication skills, and overall suitability for the school's programs. The assessment consists of:

☐ **Entrance Exam**

The student will complete an age-appropriate assessment covering the subjects and skills relevant to the intended level.

☐ **Interview**

The interview provides an opportunity to get to know the student beyond the assessment by discussing their interests, learning experiences, communication skills, and readiness for the school's academic environment. It also helps the school determine how best to support the student's educational journey.

Following the assessment, the Admissions Office will review the student's application, assessment results, interview, and supporting documents. Applicants will then be informed of the admission decision, which may include one of the following:

☐ **Accepted**

The applicant has met the school's admission requirements and is eligible to proceed with enrollment.

☐ **Accepted with Conditions**

The applicant is admitted subject to specific conditions or recommendations that must be fulfilled as determined by the school.

☐ **Waitlisted**

The applicant meets the admission standards, but placement is temporarily unavailable. The applicant may be offered admission if a vacancy arises.

☐ **Denied**

The applicant has not met the school's admission requirements or the school is unable to provide an appropriate placement at the time of application.

Parents or guardians will receive an official notification of the admission decision, along with any necessary instructions for the next step in the enrollment process. Applicants who are offered admission should complete the enrollment requirements within two (2) weeks to secure their place.



STEP 4 Finalize Enrollment

Applicants who receive an offer of admission must complete all enrollment requirements within two (2) weeks from the date of the admission offer.

To finalize enrollment, the applicant must:

- ☐ Submit all remaining enrollment requirements and supporting documents. Check the list of requirements for different levels.
- ☐ Pay the non-refundable reservation fee, which forms part of the student's school fees and secures the student's place in the incoming academic year.
- ☐ Select and arrange the preferred school fee payment plan in accordance with the school's enrollment policies.

Official enrollment is confirmed only after all required documents have been submitted, the reservation fee has been received, and all enrollment forms have been completed.

REQUIREMENTS FOR LOCAL STUDENTS

PRESCHOOL

Nursery, Pre-kinder, Kindergarten

PRIMARY

Grade 1 to Grade 6

SECONDARY

Grade 7 to Grade 12

REQUIREMENTS FOR FOREIGN STUDENTS

PRESCHOOL

Nursery, Pre-kinder, Kindergarten

PRIMARY

Grade 1 to Grade 6

SECONDARY

Grade 7 to Grade 12



REQUIREMENTS FOR FOREIGN STUDENTS

PRESCHOOL

Nursery, Pre-kinder, Kindergarten

INITIAL REQUIREMENTS

- ☐ Accomplished and signed application form
- ☐ Photocopy of the child's passport (please present the original for verification)

ENROLLMENT REQUIREMENTS

- ☐ Three (3) recent 2×2 inch colored ID photos
- ☐ Photocopy of Alien Certificate of Registration Identity Card (ACR I-Card) (please present the original for verification)
- ☐ Photocopy of the student's valid long-term Philippine visa (e.g., 9(g) Dependent Visa, SRRV Dependent Visa, Diplomatic Visa Dependent, etc.)
- ☐ Original Special Study Permit (SSP) issued by the Bureau of Immigration for non-holders of long-term Philippine visas (Fountain International School will facilitate the application process; corresponding government fees and additional documents will apply)
- ☐ Photocopies of parents'/legal guardians' passports (please present the originals for verification)

You may send these documents directly to admissions@fis.edu.ph or submit them in a sealed envelope with the flap signed. Please note that all submitted documents become part of the applicant's permanent record and will not be returned.



REQUIREMENTS FOR FOREIGN STUDENTS

GRADE SCHOOL

Grade 1 to Grade 6

INITIAL REQUIREMENTS

- ☐ Accomplished and signed application form
- ☐ Photocopy of the child's passport (please present the original for verification)
- ☐ Photocopy of the latest school report card

ENROLLMENT REQUIREMENTS

- ☐ Three (3) recent 2×2 inch colored ID photos
- ☐ Photocopy of the latest school report card (with promotion note)
- ☐ Transcript of records
- ☐ Two (2) letters of recommendation from the principal, homeroom teacher, or guidance counselor (using the FIS recommendation form)
- ☐ Photocopy of Alien Certificate of Registration Identity Card (ACR I-Card) (please present the original for verification)
- ☐ Photocopy of the student's valid long-term Philippine visa (e.g., 9(g) Dependent Visa, SRRV Dependent Visa, Diplomatic Visa Dependent, etc.)
- ☐ Original Special Study Permit (SSP) issued by the Bureau of Immigration for non-holders of long-term Philippine visas (Fountain International School will facilitate the application process; corresponding government fees and additional documents will apply)
- ☐ Photocopies of parents'/legal guardians' passports (please present the originals for verification)

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REQUIREMENTS FOR FOREIGN STUDENTS

HIGH SCHOOL

Grade 7 to Grade 12

INITIAL REQUIREMENTS

- ☐ Accomplished and signed application form
- ☐ Photocopy of the child's passport (please present the original for verification)
- ☐ Photocopy of the latest school report card

ENROLLMENT REQUIREMENTS

- ☐ Three (3) recent 2×2 inch colored ID photos
- ☐ Photocopy of the latest school report card (with promotion note)
- ☐ Transcript of records
- ☐ Two (2) letters of recommendation from the principal, homeroom teacher, or guidance counselor (using the FIS recommendation form)
- ☐ Photocopy of Alien Certificate of Registration Identity Card (ACR I-Card) (please present the original for verification)
- ☐ Photocopy of the student's valid long-term Philippine visa (e.g., 9(g) Dependent Visa, SRRV Dependent Visa, Diplomatic Visa Dependent, etc.)
- ☐ Original Special Study Permit (SSP) issued by the Bureau of Immigration for non-holders of long-term Philippine visas (Fountain International School will facilitate the application process; corresponding government fees and additional documents will apply)
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