



ONLINE AND ONSITE ENROLLMENT GUIDE

(for Accepted and Continuing Students)



ONE-DAY ENROLLMENT PROCESS

*Just follow the instructions and complete all
the requirements needed.*

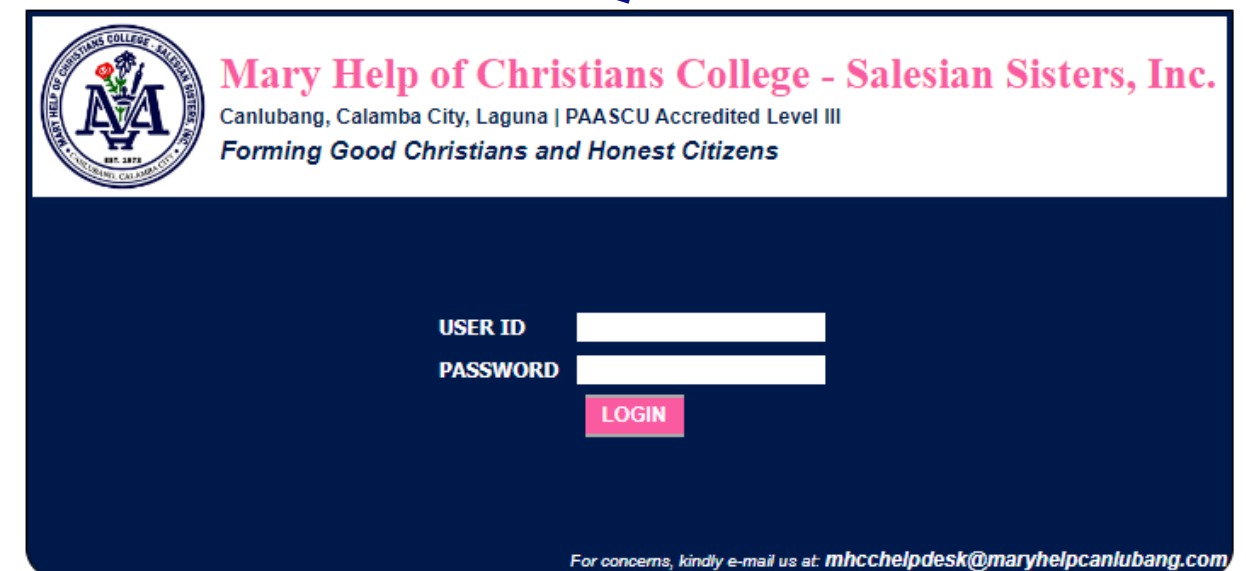
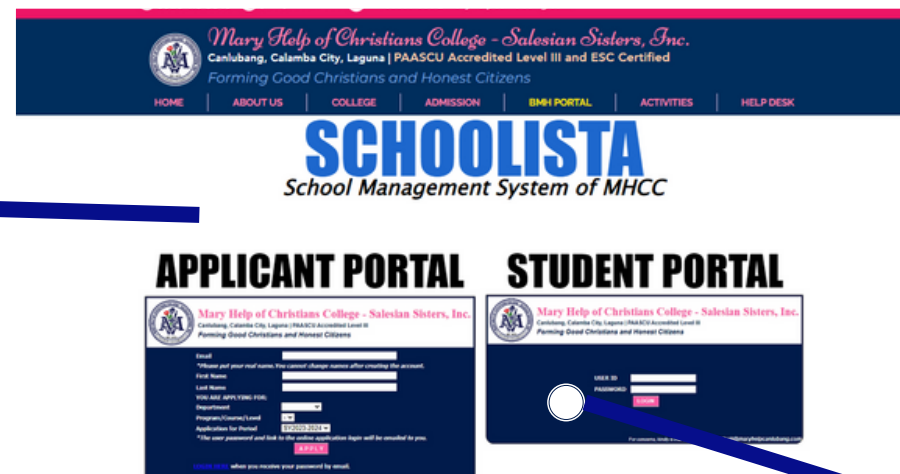
REMINDER

- The student **MUST** be present during the onsite enrollment, as their photo will be taken for the ID.
- For **online payments**, please bring the **proof of payment** or the confirmation of transaction to the Accounting Office.

PRE-REQUISITE BEFORE GOING ONSITE

Skip this part if the child enrolled during the Early Enrollment

(You may accomplish this for a faster transaction before going onsite; if not, the school personnel will guide you.)



Visit **maryhelpcanlubang.com**

Access the **Schoolista**
under **BMH Portal**

Click the **Student Portal**, then login

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Check the details of the following:

Personal & Parents Information

Edit the fields that need to be updated in the portal.

Mode of Transportation

If you choose

Fetches: Fill out the name of the fetcher

Service: Choose the location, driveway and accompany.

Commute: Leave all the details below.

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Choose the **preferred mode of payment** (Monthly, Quarterly, Annually).

Click **Save and Proceed** once done.

SY2024-2025 ENROLLMENT - K12-HS Level G10

Section GRADE10

Note: Advance payments and reservations are shown as negative back balances and these will be subtracted from your bills at the final summary page.

My mode of payment is

Monthly

Assessment of Fees

(Monthly)

Forwarded: 0.00

Back Balance: 0.00

DueDate	Desc	Assessed	Outstanding
2024/05/15	Upon Enrollment	25,385.00	25,385.00
2024/09/05	1st Payment	4,400.00	4,400.00
2024/10/05	2nd Payment	4,400.00	4,400.00
2024/11/05	3rd Payment	4,400.00	4,400.00
2024/12/05	4th Payment	4,400.00	4,400.00
2025/01/05	5th Payment	4,400.00	4,400.00
2025/02/05	6th Payment	4,400.00	4,400.00
2025/03/05	7th Payment	4,400.00	4,400.00
2025/04/05	8th Payment	4,400.00	4,400.00
	Adjustments	900.00	900.00
Net Total		61,485.00	61,485.00
Due Today		26,285.00	26,285.00

Adjustments

DueDate	Desc	Adjustment	Outstanding		
2024/05/15	SUPPLIES	900.00	900.00	Cancel	Debit
Total Adjustments		900.00	900.00		

Save and Proceed

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Supplies section will appear. The following are the included supplies in the page.

- **Car Sticker**

For Guidelines go to:
bit.ly/maryhelpcarsticker

- **Uniform & Books (if available)**
- **Others**

Student Planner, Liturgy Guide,
Revised MHCC Compass,
Photocopied Handouts, etc.

IMPORTANT: The following are the supplies the student needs for the school year. Supplies, by grade level, are classified as "required" and "optional" for purchasing from the school, as indicated by "1" in the quantity box. For the materials you choose not to order kindly change the quantity to "0". [Use Default/Required Quantities](#) | [Remove All Orders](#)

NOTE ON ITEMS WITH SIZES: When not sure of size, pls. do not order online any shirt, pants, dress, or PE uniform.

Car Sticker - K12-HS - G10						
Item	Description	Ordered Qty	Required Qty	Unit	Unit Price	Billed Amount
CAR STICKER	Car Sticker	<input type="text"/>	0	pc	200.00	Not Ordered
0/1 item(s)					SUB TOTAL	0.00

Uniform Girls - K12-HS - G10						
Item	Description	Ordered Qty	Required Qty	Unit	Unit Price	Billed Amount
U-PESHIRT-GIRLS	Girls P.E Shirt <input type="text" value="S"/>	<input type="text" value="1"/>	0	pc	305.00	305.00
U-PEPANTS-GIRLS	Girls P.E Pants <input type="text" value="10"/>	<input type="text"/>	0	pc	0.00	Not Ordered
U-HSDRESS	High School Women's Dress <input type="text" value="S"/>	<input type="text"/>	0	pc	0.00	Not Ordered
1/3 item(s)					SUB TOTAL	305.00

Uniform Boys - K12-HS - G10						
Item	Description	Ordered Qty	Required Qty	Unit	Unit Price	Billed Amount
U-PESHIRT-BOYS	Boys P.E Shirt <input type="text" value="10"/>	<input type="text" value="1"/>	0	pc	270.00	270.00
U-PEPANTS-BOYS	Boys P.E Pants <input type="text" value="10"/>	<input type="text" value="1"/>	0	pc	325.00	325.00
2/2 item(s)					SUB TOTAL	595.00
3/6 item(s)					TOTAL: 900.00	

Save Changes

Save and Proceed

PRE-REQUISITE BEFORE GOING ONSITE

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(You may accomplish this for a faster transaction before going onsite; if not, the school personnel will guide you.)

If you want to pay online, submit your proof of payment through the link

Note: Preview/Print links will open a new window. Pls. close the new window after printing.

Preview/Print Payment Schedule

Submit Enrollment [Logout](#)

Payment Options:

1. Cash Payment
2. Bank

Bank: BDO-imall Canlubang Branch

Account Name: Mary Help of Christians College

Account S/A Number: 007-710-165-904

Please upload your proof of payment at this **LINK**

School Bank Details

GCash
Account Name: Rowena B.
Account Number: 09205245130

BDO Unibank Inc.
Account Name: MARY HELP OF CHRISTIANS
COLLEGE
S/A: 007 710 165 904

PROOF OF PAYMENT SUBMISSION

mhcbasicadmin@maryhelpcanlubang.com [Switch account](#)

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Indicates required question

Email *

Your email

NAME OF THE STUDENT *

SURNAME, FIRST NAME, MI.

Your answer

PURPOSE OF PAYMENT *

- ☐ UPON ENROLLMENT FEES
- ☐ REQUEST FORMS
- ☐ ENTRANCE EXAMINATION FEE - PHP 200.00 (Nursery - Grade 6)
- ☐ ENTRANCE EXAMINATION FEE- PHP 300.00 (Grade 7- Grade 12)
- ☐ QUARTERLY / MONTHLY FEES
- ☐ RESERVATION FEE

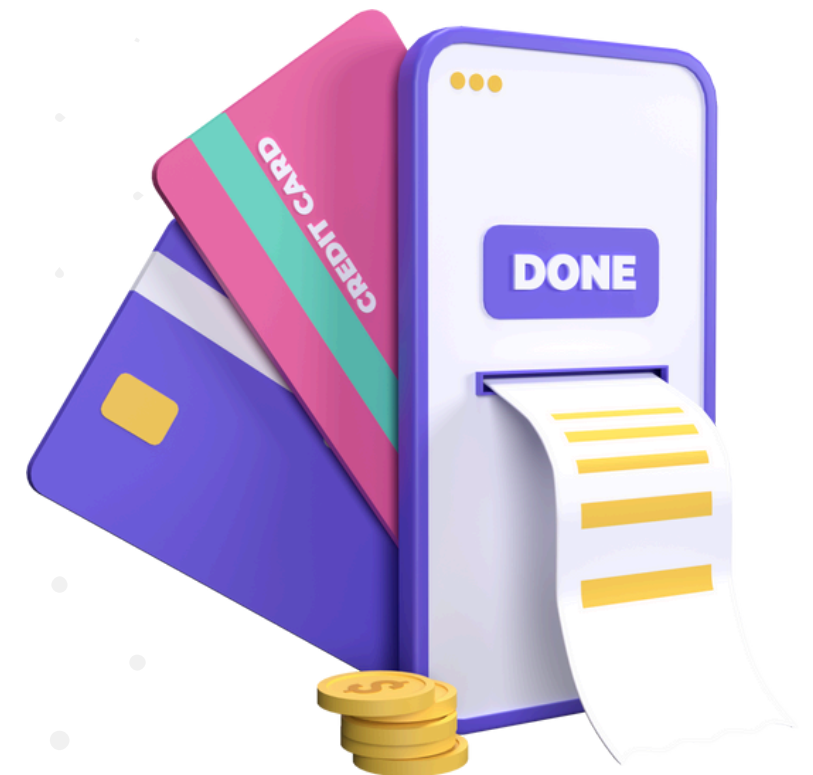
PRE-REQUISITE BEFORE GOING ONSITE

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Wait for not more than three business days, to confirm your payment or bring your proof of payment when you go onsite.

Students who pay their fees using the online payment option and those on scholarship grants or discounts will be reflected automatically in the assessment of fees after the confirmation of enrollment.



ONSITE ENROLLMENT

1

Get a **transaction number** and **Admission and Enrollment Flow** Form at the Registrar's Office. Update the student Records/ Submit the Requirements of Car Sticker Application (if any)

*For Early and Online Enrollees: Proceed to **Window 1** of the Registrar's Office*

*For Walk-in Enrollees: Proceed to **Window 2** of the Registrar's Office*

2

Order the required books and materials if available.

The assigned room is indicated on the Enrollment flow form

ONSITE ENROLLMENT

3

Order and fitting of School Uniform

The assigned room is indicated on the Enrollment flow form

4

ID Picture Taking of the student.

The assigned room is indicated on the Enrollment flow form

ONSITE ENROLLMENT



Proceed to the **Accounting Office** for payment of fees (if onsite payment) or confirmation of payment (if online payment).

*For Early and Online Enrollees: Proceed to **Window 1** of the Accounting Office*

*For Walk-in Enrollees: Proceed to **Window 2** of the Accounting Office*



Claim your car sticker (if any, claiming at the **Registrar's office**), uniform, and books.

The assigned room is indicated on the Enrollment flow form

ONSITE ENROLLMENT



Proceed to the **Registrar's Office** for enrollment **CONFIRMATION** and **COMPLETION**.

ENROLLMENT COMPLETE

Welcome BMH!



Mary Help of Christians College solidly forms

GOOD CHRISTIANS & HONEST CITIZENS



MARY HELP OF CHRISTIANS COLLEGE - SALESIAN SISTERS INC.
PAASCU Accredited Level III, ESC Certified

Mary Help of Christians College-Salesian Sisters, Inc.



BASIC EDUCATION PROGRAM

LEVEL III



STATUS RE-ACCREDITED UNTIL MAY 2028



Education is a matter of the heart...



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