



# BRENT INTERNATIONAL SCHOOL MANILA

## FROM THE OFFICE OF THE REGISTRAR

### *Policy on requesting for the Transcript of Records and other documents*

1. Fill out a request form at the Registrar's Office two (2) days in advance.
2. Students must present Brent School ID when requesting and/or claiming.
3. Authorization letter signed by parents/guardian in the absence of the student.
4. Accounts with the School are in good standing.
5. The corresponding fee must be paid upon request at the Cashier.
6. Fees and Charges:  
P100.00 / \$2.00 per copy - Certifications (*Enrollment, Graduation, Co-curricular Activities etc.*)  
P300.00 / \$7.00 per copy - Official Transcript of Records
7. The policy shall take effect upon its approval.

Thank you.

FR. BENJAMIN A. JANCE III

*Registrar / Chaplain*

Approved by:

DICK B. ROBBINS

*Headmaster*

September 8, 2009