



CPSA Guidelines on Registration of Returning Students

*Registration of Qualified Returning Students would be undertaken online,
from Monday April 14th, 2025, until Wednesday April 30th, 2025*

Registration Package

The following documents constitutes the Registration Package.

- 1) CPSA Registration Policy
- 2) CPSA Promotion Policy
- 3) CPSA Financial Assistance
- 4) CPSA Health Record Requirements
- 5) CPSA Tuition Fee Schedule
- 6) CPSA Registration & Resource Fee Schedule
- 7) Registration Cover Letter

The Registration Package will be emailed to parents of the returning students by March 10th, 2025 to help register their children on a timely basis.

Registration of Returning Students (Grade 6 - 11)

The cumulative GPA for the first three quarters of the current academic year provides the basis for the registration process in April 2025 for the 2025-2026 academic year, as explained below.

- 1) The returning students with a cumulative GPA of 2.75 or above shall register for the next grade level. These students must maintain their GPA at 2.75 or above throughout the 4th quarter.

At the end of the 4th quarter, if their GPA falls below 2.75, they would be asked to withdraw from school with a full refund of registration fee.

- 2) The returning students with a cumulative GPA lower than 2.75 would not be registered for the next grade level. At the end of the 4th quarter, if their cumulative GPA improves to 2.75 or above, they would be given preference to register for the next grade level based on available seats at that time.

- 3) In addition to GPA requirements, students must maintain 90% or higher attendance and no excessive tardies
- 4) The returning students with behavioral issues or who require special services that CPSA is not able to provide, would not be registered irrespective of their GPA.

Registration of Returning Students (PK4 – 5th Grade)

The returning students in PK4 – 5th Grade are expected to maintain satisfactory progress during the first 3 quarters in order to be considered for promotion to the next grade level. The following guideline shall apply for registration of the returning students in PK4 – 5th Grade.

- 1) The returning students with satisfactory academic standing will be registered for the next grade level.
- 2) The returning students with unsatisfactory academic standing would not be registered for the next grade level.
- 3) The returning students with behavioral issues or who require special services that CPSA is not able to provide, would not be registered irrespective of their academic standing.