

MANILA TYTANA COLLEGES

Frequently Asked Questions

I. Admission

1. *What is the process for admission?*

- a. Secure application form from the Admissions Section and pay the application fee of P300.00 at the Cashier. Submit the application form to the Admissions Section to get a schedule of the MTC Admission Test (MTCAT). Interested parties may also apply online via www.mtc.edu.ph.
- b. Take the MTCAT on the scheduled date at the Guidance and Testing Department.
- c. Students who will pass the MTCAT will be scheduled for interview with the College Dean. Proceed to the College Dean for interview.
- d. Submit documentary requirements to the Admissions Section.
- e. Proceed to Cashier to pay reservation/tuition fee.
- f. Proceed to Guidance and Testing Department for schedule of Freshmen Orientation

2. *Who can apply for admission? Should an interested applicant personally apply for admission?*

All fourth year high school students (or equivalent), high school graduates, currently college undergraduates, and college graduates may apply for admission. The general policy requires that applicants personally apply for admission. However, special cases like foreign students who are currently abroad may be represented by their parent/guardian.

3. *What are the documents required for admission at MTC?*

Initially, applicants are required to submit the duly-accomplished application form and four (4) 2x2" recent ID photos on white background, other documents to follow.

For Freshmen

- a. Duly-accomplished Application Form
- b. Form 138 (High School Card)
- c. Certificate of Good Moral Character issued by high school attended
- d. Certified True Copy of Birth Certificate issued by the National Statistics Office (NSO)
- e. Four (4) 2x2" recent ID photos on white background

For Transferees / Second Undergraduate Degree Applicants

- a. Duly-accomplished Application Form
- b. Transcript of Records or certification of subjects taken duly-issued by school last attended
- c. Course description of subjects taken
- d. Certificate of Good Moral Character

- e. Honorable Dismissal (from school last attended)
- f. Certified True Copy of Birth Certificate issued by the National Statistics Office (NSO)
- g. Four (4) 2x2" recent ID pictures on light background

For Foreign Students

- a. Duly-notarized letter of request from the applicant
- b. Duly-notarized General Application Form accomplished by the applicant (BI Form: No. MCL-07-01 available at the College Registrar's Office)
- c. Duly-notarized letter of acceptance and endorsement letter from the College Registrar
- d. Recent one (1) piece of 2x2 and one (1) piece of 1x1 colored ID pictures
- e. Medical Certificate (Examination should be done at the Bureau of Quarantine.)
- f. High school records and Diploma
- g. Completion records of 11th or 12th Grade (as per DECS Order No. 26, s. 1994)
- h. Transfer of records for those who attended college in other countries
- i. Transfer Credentials and Transcript of Records for transferees from other Philippine Higher Institutions (HEIs)
- j. Photocopy of applicant's passport bio-page, latest admission and authorized to stay
- h. Foreign Student Fee
- i. National Intelligence Coordinating Agency Clearance (Form available at the College Registrar's Office.)
- j. Application Fee at the BI for the first year
- k. Application of ACRI-CARD (Secure application from BI then submit 2x2 picture)

Cross Enrollees

- a. Permit to cross enroll issued by the present school
- b. Duly accomplished Application Form
- c. Four (4) pcs. 2x2" recent ID pictures on light background

4. *Is there a cut off grade for admission?*

There is no cut-off grade for admission. Applicants with high grades in high school and high scores in the MTCAT have better chances of being accepted.

5. *How much is the physical examination fee?*

The physical examination fee of P450.00 is already incorporated in the student's matriculation fee. The physical examination is not part of the admission process. However, all incoming students will have to undergo the physical examination before or during the start of the semesters as scheduled by the school clinic.

6. *Are new students (freshmen and transferees) allowed to enroll during second semester?*

Yes. New students still have to undergo the admission process.

II. MTC Admission Test

7. *What is MTCAT?*

The MTC Admission Test is an achievement-type test covering primary and secondary education learning. It involves testing the student's mental ability, as well as one's cumulative learning in English, Science and Math subjects.

8. *When is the MTC Admission Test being conducted?*

The MTCAT is scheduled from Monday to Friday, 8AM-4PM. It is administered by the Guidance and Testing Department. However, the College also accepts walk-in applicants. Qualifiers are notified of the results few minutes after the exam.

III. Courses and Tuition Fees

9. *What are the courses being offered?*

Undergraduate Programs:

BS Nursing
BS Psychology
BS Information Technology
BS Holistic Nutrition with Culinary Arts
BS Hotel and Restaurant Management
BS Accountancy
BS Entrepreneurship
BS Business Administration
 Major in Operations Management
 Major in Business Economics
 Major in Financial Management
 Major in Marketing Management
 Major in Human Resource and Development Management

Graduate Programs:

Master of Arts in Nursing (offered in partnership with Trinity University of Asia)
Doctor in Nursing Management (offered in partnership with Trinity University of Asia)

Short Courses:

Caregiver Program
Foreign Languages (Nihonggo, French, Spanish, Mandarin)
Culinary Arts

10. How much is the tuition fee?

Based on the schedule of fees for SY 2010-2011:

Undergraduate Programs:

BS Nursing	P1, 055.00/unit
BS Psychology	P800.00/unit (discounted rate)
BS Holistic Nutrition with Culinary Arts	P800.00/unit (discounted rate)
BS Information Technology	P750.00/unit
BS Hotel and Restaurant Management	P750.00/unit
BS Business Administration	P750.00/unit
BS Accountancy	P750.00/unit
BS Entrepreneurship	P750.00/unit

This is exclusive of miscellaneous, uniform and practicum fees. Regular load of students per semester ranges from 20-24 units.

Fees for Undergraduate Programs may be inquired from the Treasury Department, 859-0829.

Fees for MAN and DNM may be inquired from the Academic Directorate Office, 859-0835.

Fees for Short Courses may be inquired from the College of Arts and Sciences, 859-0813.

9. What are the available payment schemes?

Payments may be made in cash or cheque. Credit card payments are also accepted (Visa and MasterCard). Installment plans are also available (three-part or four-part payment schemes).

For details, call Treasury Department at 859-0829.

IV. Scholarships and Financial Aid

11. What are the available scholarships programs in MTC?

There are two kinds of scholarships in MTC: the MTC Assist Grant-in-Aid, for financially-disadvantaged but deserving students; and the MTC Excel, which is solely based on merit or for academically excellent students. The grants range from tuition fee discounts to full tuition and miscellaneous fees coverage + financial assistance on living expenses.

For other available scholarship grants, applicants may call the Scholarships Department at 859-0816.

12. What are the other financial aid programs of MTC?

- a. Early bird discount
 - i. 5% on or before May 1
 - ii. 3% on or before May 30
- b. Family Rates discount
 - i. 10% discount given to siblings currently enrolled in MTC
- c. Discount for regular employees of Metrobank Group of Companies, their dependents and siblings
 - i. 10% discount on tuition fees only
- d. Discount for Charter Ping-An OFW clients
 - i. 10% discount on tuition fees only
- e. Discount for Alumni, their dependents and siblings
 - i. 10% discount on tuition fees only
- f. Student Emergency (STEM) Loan Program
- g. Student Assistantship Program

For details, call Treasury Department at 859-0829.

V. Other Student Services

13. Are there boarding houses or apartments near MTC?

Yes. The Student Affairs Directorate maintains a database of boarding houses and apartments near the campus where students can stay while studying at MTC. The Student Affairs Directorate conducts regular visitation to these places to ensure that the facilities are well-maintained and to ensure the safety and security of MTC students.

For details, call the Student Welfare and Development Department at 859-0806.

VI. Location and Related Information

14. Where exactly is Manila Tytana Colleges?

Manila Tytana Colleges is located along Metropolitan Park, Pres. Diosdado Macapagal Boulevard, Pasay City. MTC is near the SM Mall of Asia, Philippine Senate, World Trade Center, Philippine International Convention Center and Heritage Hotel.

15. What are the means of transportation to reach MTC?

MTC is accessible using the following means of transportation:

- ✓ MRT-3 and LRT-1
- ✓ Public Utility Jeepneys
- ✓ Public Utility Buses

From North NCR area, take the MRT or any PUB with SM MOA signage, get off at Taft Avenue Station. Take the orange cab in front of Metropoint Mall.

From North NCR/Manila area, take the LRT, get off at Gil Puyat Station. Take the blue/orange cab in front of JAC Liner Bus Station.

From South NCR area (Paranaque, Las Pinas), take any PUJ with Baclaran signage, get off at Heritage Hotel. Take the PUJ located in front of San Juan de Dios College.

From South area (Cavite), take any PUB with Coastal signage, get off at Heritage Hotel. Take the PUJ located in front of San Juan de Dios College.

From South area (Laguna), take any PUB with Buendia signage, get off at Gil Puyat LRT Station. Take the blue/orange cab in front of JAC Liner Bus Station.