



**OFFICE OF THE COLLEGE REGISTRAR
ADMISSIONS OFFICE**

Frequently Asked Questions of Prospective College Students

Term of classes	:	Semestral
Opening of SY 2021-2022	:	August 2021
Learning modality	:	Blended Learning
Religious affiliation	:	Non Sectarian

1. What are the courses offered at Tytana?

Undergraduate Programs

Manila Doctors College of Nursing

- BS Nursing

College of Arts and Sciences

- BS Psychology
- BS Holistic Nutrition with Culinary Arts
- BS Information Technology
- BA Communication

College of Accountancy and Management

- BS Accountancy
- BS Business Administration majors in:
 - Marketing Management
 - Financial Management
- BS Entrepreneurship
- BS Hospitality Management
- BS Tourism Management

Graduate Program

- Master of Arts in Psychology

Short Courses

- Advanced Caregiving
- English Proficiency
- Foreign Languages
- Culinary Arts

For details of the programs, go to <http://mtc.edu.ph/academics>.



2. How to apply for college admission at Tytana?

Application for admission for SY 2021-2022 is now open. Application fee is waived for SY 2021-2022.

For Incoming Freshman:

- Visit the Tytana website: www.mtc.edu.ph
- Select the “**Admissions**” tab, click “**Online Application Portal**” then select “**College**”.
- Create an account by following the instructions in the admission portal.
- Fill out the application form, answer the essay questions, and submit the answers to complete the application process.
- Standby for interview. As an integral part of the admission process, an interview with the applicant is done by the Dean or Program Head via virtual platforms which may be done prior to acceptance of application or prior to enrollment. The Dean or Program Head will get in touch with the applicants.
- While waiting for the interview, applicants may already prepare the following documentary requirements:
 - a. Report Card
 - b. Certificate of Good Moral Character
 - c. PSA/NSO Authenticated Birth Certificate
 - d. ID Picture (1.5”x 1” white background)
 - e. e-signature
- Scan the above-mentioned documents and upload the scanned copies through the application portal account.
- Result of application may be checked through the applicant’s portal after three working days.
- Qualified applicants shall receive an acceptance letter through the application portal.
- Once qualified, applicants may process the pre-enlistment via the application portal which entails a non-refundable pre-enlistment fee of P1,500.
- Wait for the schedule of online enrollment.

For Transferees (with previous college enrollment):

- Visit the Tytana website: www.mtc.edu.ph
- Select the “**Admissions**” tab, click “**Online Application Portal**” then select “**College**”.
- Create an account by following the instructions in the admission portal.
- Fill out application form, answer the essay questions, and submit the answers to complete the application process.
- Upload via the application portal a certified true copy of grades with grading system and course descriptions for evaluation.
- Applicant will be notified on the result of evaluation.
- Standby for interview. As an integral part of the admission process, an interview with the applicant is done by the Dean or Program Head, and Head of Student Discipline Department via virtual platforms which may be done prior to acceptance of application or prior to enrollment.
- While waiting for the interview, applicants may already prepare the following documentary requirements:
 - a. Certified True Copy of Grades



- b. Course/Subject Descriptions
 - c. Certificate of Transfer Credentials/Honorable Dismissal
 - d. Certificate of Good Moral Character
 - e. PSA/NSO Authenticated Birth Certificate
 - f. ID Picture (1.5"x 1" white background)
 - g. e-signature
 - h. Accomplished Recommendation Form (available in the portal)
 - i. Accomplished DSA Declaration Form (available in the portal)
- Scan the above-mentioned documents and upload the scanned copies through the application portal account on or before the enrollment.
 - Result of application may be checked through the applicant's portal after three working days.
 - Qualified applicants shall receive an acceptance letter through the application portal.
 - Once qualified, applicants may process the pre-enlistment via the application portal which entails a non-refundable pre-enlistment fee of P1,500.
 - Wait for the schedule of online enrollment.

Important note: All original copies of the documentary requirements shall be submitted in person to the Admissions Office by seeking an appointment through admissions_processing@mtc.edu.ph (provided that travel restriction guidelines are followed) or via courier/registered mail.

If courier/registered mail, applicants are advised to monitor the delivery of the documents to ensure that Tytana received it. Tytana shall not be liable for lost/undelivered documents.

Contact information if by courier/mail:

Contact Person: Carmela Rosales

Address: Admissions Office, Manila Tytana Colleges, Metropolitan Park, Pres. Diosdado Macapagal Boulevard, Pasay City, 1300

Mobile: 0922 863 2043

3. What is pre-enlistment?

PRE-ENLISTMENT allows the applicant to reserve a slot for enrollment. It is not mandatory. However, it is a privilege that provides an additional 5% discount on tuition fees for the first semester of the first year. The discount is applicable on top of all other types of discounts.

Pre-enlistment is until June 15, 2021 only.

- Log in to admission portal account and click Pre-Enlistment tab.
- Pay the pre-enlistment fee of P1,500 until June 15, 2021. Please refer to the given instructions on the methods of payment in the portal.
- Upload the proof of payment via the application portal for validation and verification.



- Once payment has been verified, Pre-Enlistment Form can be accessed through the applicant's portal.
- Pre-enlistment fee will be deducted from the total student fees. However, should the applicant decide not to pursue enrollment, pre-enlistment fee will not be refunded.

4. Will the applicant be allowed to enroll even without the Grade 12 report card yet?

Applicant will be allowed to enroll even without the Final Grade 12 Report Card yet. However, his/her status will be temporarily enrolled until such time that the final report card has been submitted within the first semester of the first year. Otherwise, failure to submit the said document may result in the cancellation of his/her enrollment and non-enrollment in the next semester.

5. Does Tytana offer flexible payment schemes? What are the options?

Yes. Students may avail of the following payment schemes:

- Full Payment
- 3 Installments
- 4 Installments

Financial counselors are available for parents/students to discuss the best payment option. For a more flexible payment schemes, the Finance Directorate is willing to arrange discussion on college fees with parents. Please contact ccajoles@mtc.edu.ph for an appointment.

6. Schedule of Payment per Program for the 1st Semester, SY 2021-2022:

BS NURSING

Schedule of Payment	First Year, 1 st Semester
Full Payment	₱ 52,517.00
Three Installments	
Down Payment	₱ 26,409.00
Before Midterm	₱ 13,554.00
Before Finals	₱ 13,554.00
Four Installments	
Down Payment	₱ 13,354.00
Before Prelim	₱ 13,454.00
Before Midterm	₱ 13,454.00
Before Finals	₱ 13,455.00



BA COMMUNICATION

Schedule of Payment	First Year, 1 st Semester
Full Payment	₱ 32,492.00
Three Installments	
Down Payment	₱ 16,396.00
Before Midterm	₱ 8,548.00
Before Finals	₱ 8,548.00
Installments	
Down Payment	₱ 8,348.00
Before Prelim	₱ 8,448.00
Before Midterm	₱ 8,448.00
Before Finals	₱ 8,448.00

BS INFORMATION TECHNOLOGY

Schedule of Payment	First Year, 1 st Semester
Full Payment	₱ 37,832.00
Three Installments	
Down Payment	₱ 19,066.00
Before Midterm	₱ 9,883.00
Before Finals	₱ 9,883.00
Four Installments	
Down Payment	₱ 9,683.00
Before Prelim	₱ 9,783.00
Before Midterm	₱ 9,783.00
Before Finals	₱ 9,783.00

BS HOLISTIC NUTRITION WITH CULINARY ARTS

Schedule of Payment	First Year, 1 st Semester
Full Payment	₱ 45,842.00
Three Installments	
Down Payment	₱ 23,071.00
Before Midterm	₱ 11,886.00
Before Finals	₱ 11,885.00
Four Installments	
Down Payment	₱ 11,686.00
Before Prelim	₱ 11,786.00
Before Midterm	₱ 11,786.00
Before Finals	₱ 11,784.00



BS PSYCHOLOGY

Schedule of Payment	First Year, 1 st Semester
Full Payment	₱ 40,502.00
Three Installments	
Down Payment	₱ 20,401.00
Before Midterm	₱ 10,551.00
Before Finals	₱ 10,550.00
Four Installments	
Down Payment	₱ 10,351.00
Before Prelim	₱ 10,451.00
Before Midterm	₱ 10,451.00
Before Finals	₱ 10,449.00

BS ACCOUNTANCY

Schedule of Payment	First Year, 1 st Semester
Full Payment	₱ 40,502.00
Three Installments	
Down Payment	₱ 20,401.00
Before Midterm	₱ 10,551.00
Before Finals	₱ 10,550.00
Four Installments	
Down Payment	₱ 10,351.00
Before Prelim	₱ 10,451.00
Before Midterm	₱ 10,451.00
Before Finals	₱ 10,449.00

BS BUSINESS ADMINISTRATION

Schedule of Payment	First Year, 1 st Semester
Full Payment	₱ 32,492.00
Three Installments	
Down Payment	₱ 16,396.00
Before Midterm	₱ 8,548.00
Before Finals	₱ 8,548.00
Four Installments	
Down Payment	₱ 8,348.00
Before Prelim	₱ 8,448.00
Before Midterm	₱ 8,448.00
Before Finals	₱ 8,448.00



BS ENTREPRENEURSHIP

Schedule of Payment	First Year, 1 st Semester
Full Payment	₱ 32,492.00
Three Installments	
Down Payment	₱ 16,396.00
Before Midterm	₱ 8,548.00
Before Finals	₱ 8,548.00
Four Installments	
Down Payment	₱ 8,348.00
Before Prelim	₱ 8,448.00
Before Midterm	₱ 8,448.00
Before Finals	₱ 8,448.00

BS HOSPITALITY MANAGEMENT

Schedule of Payment	First Year, 1 st Semester
Full Payment	₱ 32,492.00
Installment	
Down Payment	₱ 16,396.00
Before Midterm	₱ 8,548.00
Before Finals	₱ 8,548.00
Installment	
Down Payment	₱ 8,348.00
Before Prelim	₱ 8,448.00
Before Midterm	₱ 8,448.00
Before Finals	₱ 8,448.00

BS TOURISM MANAGEMENT

Schedule of Payment	First Year, 1 st Semester
Full Payment	₱ 32,492.00
Three Installments	
Down Payment	₱ 16,396.00
Before Midterm	₱ 8,548.00
Before Finals	₱ 8,548.00
Four Installments	
Down Payment	₱ 8,348.00
Before Prelim	₱ 8,448.00
Before Midterm	₱ 8,448.00
Before Finals	₱ 8,448.00



7. What are the privileges of Tytana Senior High School alumni?

- Automatic 10% mark down on tuition, laboratory, and miscellaneous fees for their entire stay in college which serves as their loyalty privilege.
- No documentary requirements needed.

8. What other discounts is Tytana offering?

For complete list of discounts and requirements, go to <http://mtc.edu.ph/admissions/disc>.

9. Is Tytana offering scholarships?

Yes. For scholarship application details, go to <http://mtc.edu.ph/scholarship>.