

JUBILEE CHRISTIAN ACADEMY
www.jca.edu.ph
ADMISSION, SCHOOL YEAR 2019-2020

Doña Hemady Ave., cor 4th Street
Ave.
New Manila, Quezon City
724-8550

1603-1607 E. Rodriguez Sr.,
Cubao, Quezon City
724-0143 Local 600
registrar@jca.edu.ph

PROCEDURE 4

REGISTRAR PROCESSING

Please process the following steps at Preschool (PS) and Registrar Office, Ground Floor, E. Rodriguez Campus, 8:30 to 11:30 AM, Monday to Friday, except on a non-class / non-working day.

- STEP 1 Submit all required documents or application will not be processed

- STEP 2 Secure a payment slip

- STEP 3 Pay non-refundable / non-transferable application fee of **Php1,453.00** at the Finance Office, Ground Floor, E. Rodriguez Campus.

- STEP 4 Present receipt to the PS and Registrar Office. Registrar personnel will indicate the Assessment Schedule at the back of the receipt.

- STEP 5 Present receipt to the PS & Registrar Office on assessment date. Please come on time for the assessment or be subjected to rescheduling.

- STEP 6 Proceed to PS Educational Resource Center (ERC) on assessment date

STEP 7 Re-assessment

- 7.1 Applicant who is unable to attend / complete the first assessment schedule for any reason may reapply for another assessment schedule. Fee is **Php 396.00**
- 7.2 Apply at the PS and Registrar Office, E. Rodriguez Campus, secure a payment slip and pay at the Finance Office, Ground Floor
- 7.3 Present receipt to the PS and Registrar Office for re-assessment schedule
- 7.4 Arrive at the Registrar Office at the rescheduled time.