

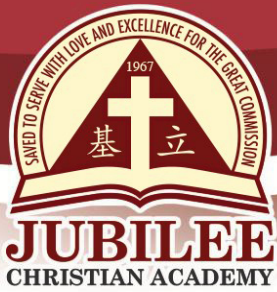
基立学院
JUBILEE CHRISTIAN ACADEMY
Saved to serve with love and excellence for the Great Commission.

DATE : MARCH 20, 2018
TO : PARENTS / GUARDIANS OF GRADE 11 TO 12
FROM : PAUL P. CALAMIONG, Ph.D.
Principal, Junior High School Department
SUBJECT : REFUND OF COLLECTED ADVERTISEMENT SOLICITATIONS

Warm greetings in Jesus Christ.

Jubilee Christian Academy deeply apologizes on behalf of the Yearbook Editorial Committees whose members were unable to work on and complete year books of Batches 2006, 2007 and 2008. In light of this situation, JCA will refund collected advertisement solicitations with the following guidelines:

1. Applicable to Kinder 2, Grade 6 and Grade 10 graduates of SY 2005-2006, SY 2006-2007 and SY 2007-2008.
2. Claim Application period is from March 19, 2018 to April 27, 2018, 8:00 AM to 4:00 PM on work days from Monday to Friday.
3. Filing Procedure:
 - 3.1. Download Claim Application Form from [<Click Here>](#).
 - 3.2. Fill in required information.
 - 3.3. Scan JCA-issued Acknowledgement Receipt, if still in your possession, for refund of amount reflected on receipt.
 - 3.4. Alumni without Acknowledgement Receipt will write amount based on recall. Amount will be prorated against the balance of collected amount, less those allotted to Alumni with Acknowledgement Receipt.
 - 3.5. Email documents to Mrs. Edna Sue Leung Yao, Community Partners Director, at elyao@jca.edu.ph or submit to the Administration Office, E. Rodriguez Campus.
 - 3.6. All applications will be reviewed and processed after submission deadline of April 27, 2018. No application will be accepted after the deadline.



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4. Claim Procedure:

4.1. Claim period is from June 01, 2018 until July 31, 2018, 8:00 AM to 3:00 PM, on work days from Monday to Friday, at the Administration Office, E. Rodriguez Campus.

4.2. Bring the following requirements for easy processing:

4.2.1. Government or Company-issued ID bearing picture of the person with validity for the entire year of 2018.

4.2.2. Original copy of JCA-issued Acknowledgement Receipt.

4.2.3. Photocopy of marriage certificate for married alumna.

4.2.4. Requirements for claim through representative:

4.2.4.1. Authorization Letter

4.2.4.2. Photocopy of Government or Company-issued ID bearing picture of the person with validity up to 2018 of both alumni and authorized representative

4.3. Claim by 3:00 PM of July 31, 2018 (Tuesday) at the latest. No more claims for yearbook advertisement solicitation will be entertained after July 31, 2018.

4.4. Unclaimed amount will be donated to the 4th Street Building Fund in the name of the batch the alumni belongs to.

May our Lord God bless the work He sets before you.