Warm greetings to all!

We apologize for the inconvenience resulting from our migration to online enrolment (e.g., schedule change). However, please be assured that we are doing our best to provide you with an efficient enrolment system. Please read the revised procedures for enrolment below.

1. **ONLINE ENROLMENT, MAY 25 TO JUNE 26, 2015**

Students with outstanding balance and / or documents cannot do online enrolment. Please see Mrs. Sharon Berina in the Finance Office, E. Rodriguez Campus to settle your outstanding balance. For submission of outstanding documents, please see your Department Principal.

**ONLINE ENROLMENT FLOW**

1.1 Go to [www.jca.edu.ph](http://www.jca.edu.ph).
1.2 Click ONLINE ENROLMENT in the news slider at the bottom of the webpage. Read the landing page for information. Click the link to start enrolment.
1.3 Log in to the Student Module.
   
   1.3.1 Use the student’s school ID number as User ID. The student's ID number can be found under the student’s picture. For example: 13-1111; be sure that the hyphen is included and no spacing.
   
   1.3.2 Please email registrar@jca.edu.ph if you do not know the student ID number.
   
   1.3.3 After entering the User ID, press TAB to key in the password. Use student’s surname in all capitals as Password.

1.4 In the Student Profile, review and update the following information ONLY. Please disregard other fields.

   1.4.1 English name
   1.4.2 Contact Number
   1.4.3 Address
   1.4.4 Level, SY 2015-2016
Go to the PASSWORD MENU to change your password for security reasons.

Go back to the Student’s Profile and click SUBMIT once done. A message box, DONE UPDATING PROFILE, will appear.

Click ENROLMENT MENU and accomplish what is asked for.

Specify your MODE of PAYMENT. Tick the books and school supplies to be bought. The total payment due will appear at the bottom of the page.

Read the SCHOOL COMPLIANCE AGREEMENT and click AGREE. You cannot move on to the next step without ticking the box. Please see your Department Principal if you have concerns with the Agreement.

Review all entries and click SUBMIT. This is the last step for online enrolment.

Print the assessment page. Bring it for verification and release of books and supplies in School.

Sign out and repeat procedure for another child.

Deposit payment to JCA account #6821-004533 under Jubilee Christian Academy at any BPI Family Savings Bank. Write the name (s) and the student ID number (s) on the deposit slip.

Bring the original deposit slip to School when you come to School on your designated surname day. See item 2.1, page 3.

Proceed to the WAITING ROOM 306, ARISTOTLE, to secure a number. Approach the INFO DESK for student’s official ID number and email address or for any inquiry.

Go to ONLINE ENROLMENT VERIFICATION ROOM 304, RIGHTEOUSNESS, for verification when your number is called. An official receipt will be released for the tuition and miscellaneous fees and the books and supplies bought.

Proceed to the Booksale Release rooms. Claim your purchased books and / or supplies.

Check carefully the completeness of all items purchased from the Booksale Release rooms. No complain will be entertained after acceptance of the books and supplies. Return or exchange of books or other school items will be entertained only if they are defective or have missing pages / parts, provided receipt is presented on Parents’ Orientation days. Erroneous purchase is not accepted for return or exchange of item.

Bring bag or trolley for items purchased. Php 2.00 will be charged for each bag provided.

Go to E-BOOK INSTALLATION ROOM 315, PEACE, for Grades 4 & 7 English, Filipino, Math, Science, and Social Studies e-books to be installed in the student’s iPAD by publishers.

Note that textbook sale is up to July 17, 2015.

Purchase school, PE uniforms, shoes from concessionaires.

Proceed the following in the GENERAL SERVICES ROOM 313, MARTIN LUTHER —

FETCHER’S CARD - The Fetcher’s Card is a requirement for Toddler to Grade 6.

DEVICE REGISTRATION

Students whose Apple device was registered in SY2014-2015 do not need to register their units. Its wifi usage will be activated once classes begin.

Those with new / unregistered Apple or non-Apple device (e.g., Samsung, Lenovo) need to bring their units to School for registration.

Click http://www.jca.edu.ph/property-2/downloadable-forms/; download and accomplish the Form and submit to the personnel in-charge.

APPLE RESELLER - SENCO representative will accept orders for Apple devices and release Apple devices not claimed on May 04, 2015.
2. IN-SCHOOL ENROLMENT, JUNE 01 TO 15, 2015

IN-SCHOOL ENROLMENT FLOW

ENTRANCE AND EXIT THROUGH F. MANALO GATE. Submit valid IDs to the guard. A numbering system is to be followed for every step of the enrolment procedures. If a number is called and the person is not around, he will have to get another number.

2.1 Follow the assignment of family names per day. Those not scheduled will not be entertained.

June 01   O       June 08   CHUA to D
June 02   A to B  June 09   S
June 03   U TO Z  June 10   L
June 04   E to K  June 11   M, N, P, Q, R, TABLAN to TAN, BRYCE
June 05   CABILANGAN to CHU June 15   TAN, CARL to TY; summer students

2.2 Go to the WAITING ROOM 306, ARISTOTLE, to secure a number for In-School enrolment. Approach the INFO DESK for student’s official ID number and email address or for any inquiry.

2.3 Proceed to IN-SCHOOL ENROLMENT ROOM 305, EQUALITY when your number is called. Access enrolment online through the provided computers or your device. Personnel are ready to assist you. Follow steps 1.1 to 1.10, pages 1 & 2.

2.4 Proceed to PAYMENT ROOM 303 SUN YAT SEN and pay for tuition and miscellaneous fees, books and supplies.

2.4.1 Pay in cash or check but check payment is preferred.
2.4.2 One check per student. Write the name of the student and the ID number at the back of the check.

2.5 PROCEED TO THE BOOKSALE RELEASE ROOMS. CLAIM YOUR PURCHASED BOOKS AND / OR SUPPLIES. See steps 1.17 to 1.22, page 2.

2.6 Purchase School, PE uniforms and shoes from concessionaires. See step 1.23, page 2.
2.7 Process the FETCHER’S CARD, DEVICE REGISTRATION, and APPLE RESELLER matters in the GENERAL SERVICES ROOM 313, MARTIN LUTHER. See step 1.24, page 2.

3. For installment payments (e.g., semestral, quarterly, monthly)

3.1 Refer to the installment schedule below. A reminder will be posted on the news slider in the JCA website for installment payment one week before the schedule. Post-dated checks are not accepted.

<table>
<thead>
<tr>
<th>SEMESTRAL</th>
<th>QUARTERLY</th>
<th>MONTHLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>2nd</td>
<td>1st</td>
</tr>
<tr>
<td>MAY 25 TO JUNE 15</td>
<td>NOVEMBER 16-18</td>
<td></td>
</tr>
</tbody>
</table>
3.2 Follow steps 1.1 to 1.4 and 1.6 & 1.7, page 1.
3.3 Specify mode of payment.
3.4 Review all entries and click SUBMIT. This is the last step for online enrolment.
3.5 Deposit payment to JCA account #6821-004533 under Jubilee Christian Academy at any BPI Family Savings Bank.
3.6 Write the name(s) and student ID number(s) on the deposit slip and email it as attachment to cashier@jca.edu.ph.
3.7 Expect the official receipt to be given to eldest child.
3.8 Handling fees are inputted in the following amounts---
   3.8.1 for quarterly payment - Php 530.00
   3.8.2 for monthly payment - Php 271.00
   3.8.3 for change of payment mode (e.g., quarterly to monthly) - Php 290.00

4. Penalties are to be imposed on the following ---
   4.1 Enrolment beyond payment schedule - Php 645.00
   4.2 Returned check - Php 922.00
   4.3 Non-payment of scheduled fees - non-release of report card / non-admission

5. A student who wishes to withdraw from Jubilee Christian Academy after enrolment payment must submit a letter to the Department Principal. Refund of tuition and miscellaneous fees is subject to the following terms & conditions. New student deposit is not refunded.
   5.1 withdraws by first Friday after class opening - 90% of school fees to be refunded, less deposit fee for new students
   5.2 withdraws by second Friday after class opening - 80% of school fees to be refunded, less deposit fee for new students
   5.3 withdraws beyond the second Friday after class opening - No refund

6. Transact business in the third floor with the canteen concessionaires for lunch boarders. Snacks are sold also in this area.
7. Last day of enrolment is on June 26, 2015
8. Parents / Guardians are requested to conduct themselves with civility throughout their enrolment visit. Parents / Guardians who exhibit discourteous behaviour (e.g., shouting) and unreasonable / uncooperative behaviour will not be tolerated and attended to. They will be escorted to the gate.

9. PARENTS’ ORIENTATION SCHEDULE (WITH BOOK SELLING)

<table>
<thead>
<tr>
<th>Level</th>
<th>Date</th>
<th>Time</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toddler</td>
<td>June 17, 2015</td>
<td>8:00-9:00 am</td>
<td>E. Rodriguez</td>
</tr>
<tr>
<td>Nursery</td>
<td>June 17, 2015</td>
<td>10:30-12:00 pm</td>
<td>E. Rodriguez</td>
</tr>
<tr>
<td>Kinder</td>
<td>June 17, 2015</td>
<td>1:00-2:30 pm</td>
<td>E. Rodriguez</td>
</tr>
<tr>
<td>G1-6</td>
<td>June 18, 2015</td>
<td>8:30-10:00 am</td>
<td>General Orientation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10:30-11:30 am</td>
<td>Concurrent Sessions</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>D. Hemady</td>
</tr>
<tr>
<td>G7-10</td>
<td>June 19, 2015</td>
<td>8:30-10:00 am</td>
<td>E. Rodriguez</td>
</tr>
<tr>
<td>G11</td>
<td></td>
<td>10:30 am – 12:00 pm</td>
<td>E. Rodriguez</td>
</tr>
</tbody>
</table>

10. OPENING OF CLASSES

    - July 06, 2015  Toddler, Nursery, & Grades 1 to 3
    - July 07, 2015  Grades 4 to 10
    - July 08, 2015  Kinder

We thank you for your kind cooperation and we look forward to seeing you during enrolment period.