JUNIOR HIGH SCHOOL DEPARTMENT

DATE : MAY 6, 2016

TO : PARENTS / GUARDIANS OF GRADE 7 TO 10

FROM : MRS. EVELYN M. MALABUNGA-BUMATAY
Principal

SUBJECT : TUITION AND MISCELLANEOUS FEE INCREASE, SCHOOL YEAR (SY) 2016-2017
ENROLMENT PROCEDURE, SCHOOL YEAR (SY) 2016-2017

We thank the Lord for the blessings that He has provided the School and your family throughout the school year. May He continue to bless you in the coming days.

Please be guided by the tuition and miscellaneous fee increase of SY 2016-2017 and the enrolment procedure below.

TUITION AND MISCELLANEOUS FEE INCREASE, SY 2016-2017

On January 15, 2016, during the JCA PARENTS’ AUXILIARY (JCAPA) Second General Assembly, after due consultation by the School, the parents have approved ---

1. three percent overall increase in tuition and miscellaneous fees for Toddler to Kinder; Grades 1 to 3; Grades 9 to 11
2. four percent overall increase in tuition and miscellaneous fees for Grades 4 to 8
3. the JCA restructure of the school fees such that some items charged as miscellaneous fees have been charged as the Tuition fees since the former involve school-wide programs. Thus, the tuition fee increase rate will be higher than that of the miscellaneous fees. However, the overall increase rate for tuition and miscellaneous fee is as indicated in items 1 and 2.

The incremental proceeds from the tuition and miscellaneous fee increase will be used for the annual improvement of the personnel work package and the school properties.

ENROLMENT PROCEDURE, SY 2016-2017

1. There will be no ADVANCE ENROLMENT.
2. Online Update

2.1 For SY 2015-2016, the School migrated to online system of enrolment and received positive feedback. We thank you for all your kind support. We will continue to do online enrolment, SY 2016-2017, onward. We advise strongly that everyone use online enrolment for more convenient way to enroll. Kindly check www.jca.edu.ph for updates starting June 13, 2016.

2.2 Students with outstanding balance and / or documents cannot do online enrolment. Please see Mrs. Sharon Berina in the Finance Office, E. Rodriguez Campus, June 22-30, 2016, 8:00-11:00 am, to settle your outstanding balance. For submission of outstanding documents, please see your Department Secretary starting June 20, 2016, 8:00-11:00 am.

2.3 Profile Update – All students are required to do Profile Update.

2.3.1 Go to www.jca.edu.ph.
2.3.2 Click JCA ONLINE in the top menu at the upper left hand corner of the webpage. Then, click ONLINE ENROLMENT from the drop down. Read the landing page for information. Click the link at the end of the page to start enrolment.
2.3.3 Log in to the Student Access Module

2.3.3.1 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.

2.3.3.2 After entering the User ID, press TAB to key in the password. Use student’s surname in all capitals as Password if you have not changed his/her password.

2.3.4 Please email registrar@jca.edu.ph if you encounter authentication problem (e.g., student ID number, password). Expect reply within two working days.

2.3.5 Click Student Profile in the menu, then review and update the following information before you do ONLINE / IN-SCHOOL ENROLMENT for efficient processing of all school transactions.

2.3.5.1 Step 1 – Student Personal Information

2.3.5.1.1 verify Chinese name; email registrar@jca.edu.ph if incorrect
2.3.5.1.2 click gender
2.3.5.1.3 click birthdate to update automatically the age
2.3.5.1.4 indicate birthplace according to birth certificate
2.3.5.1.5 indicate citizenship / multiple citizenship; click others if not provided then type citizenship / multiple citizenship
2.3.5.1.6 indicate religion; click others if not provided, then type your child’s religion
2.3.5.1.7 indicate church
2.3.5.1.8 indicate contact number; landline number preferred
2.3.5.1.9 indicate residence information (e.g., unit, building, street, city, barangay, country, zip code)
2.3.5.1.10 Click “Next Step” at the bottom of the page

2.3.5.2 Skip Step 2 - Educational Information

2.3.5.3 Step 3 - Family Background

2.3.5.3.1 Father, Mother or Guardian’s information

2.3.5.3.1.1 indicate first name, middle / maiden name, and last name
2.3.5.3.1.2 click deceased if applicable
2.3.5.3.1.3 verify Chinese name; email registrar@jca.edu.ph if incorrect
2.3.5.3.1.4 indicate birthdate
2.3.5.3.1.5 indicate birthplace according to birth certificate
2.3.5.3.1.6 indicate citizenship / multiple citizenship; click others if not provided, then type citizenship / multiple citizenship
2.3.5.3.1.7 indicate religion; click others if not provided, then type the religion
2.3.5.3.1.8 indicate church
2.3.5.3.1.9 indicate contact number; cell number preferred
2.3.5.3.1.10 indicate email address
2.3.5.3.1.11 indicate residence information (e.g., unit, building, street, city, barangay, country, zip code)
2.3.5.3.1.12 indicate profession (e.g., institution, position, address, contact number)
2.3.5.3.1.13 indicate highest educational attainment
2.3.5.3.1.14 indicate if JCA alumnus (e.g., highest level graduated from, graduation year)

2.3.5.3.2 Sibling’s information

2.3.5.3.2.1 indicate first name, middle / maiden name, family name
2.3.5.3.2.2 indicate school, grade or level, profession (e.g., position, address, contact number)
2.3.5.3.2.3 indicate birthdate
2.3.5.3.2.4 click the plus sign for additional siblings; repeat 2.3.5.3.2.1 to 2.3.5.3.2.3

2.3.5.3.3 Click “Next Step” at the bottom of the page

2.3.5.4 Step 4 - Medical Information - indicate

2.3.5.4.1 current height and weight
2.3.5.4.2 medical history (e.g., medical, surgical, allergies, medication)
2.3.5.4.3 primary and optional immunizations
2.3.5.4.4 doctor’s name, active license number, professional address, and contact number

2.3.5.5 Click “Upload Photo” at the bottom of the page
2.3.5.6 Click Choose File
2.3.5.7 Choose most recent close-up solo photo from your file
2.3.5.8 Click “Upload”
2.3.5.9 Tick the box beside the sentence “I certify that the foregoing information and the credentials submitted are true and complete to the best of my knowledge.”
2.3.5.10 Click SUBMIT once done. A message box, DONE UPDATING PROFILE, will appear.

2.3.6 Repeat 2.3.1 to 2.3.5 for every child

2.4 Go to the PASSWORD MENU to change your child’s password for security reasons or if you have not changed it yet.

3. On-line Enrolment Flow, June 22 to July 26, 2016

3.1 Go to www.jca.edu.ph
3.2 Click JCA ONLINE in the top menu at the upper left hand corner of the webpage. Then, click ONLINE ENROLMENT from the drop down. Read the landing page for information. Click the link at the end of the page to start enrolment.
3.3 Click ENROLMENT MENU and accomplish what is asked for.
3.4 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.
3.5 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.
3.6 Review all entries carefully before you click SUBMIT. This is the last step for online enrolment.
3.7 Print the assessment page. Bring it for verification and release of books and supplies in School.
3.8 Sign out and repeat procedure for another child.
3.9 Deposit payment at any Metrobank

3.9.1 E-payment

3.9.1.1 Enrol your account in your Metrobank’s online banking
3.9.1.2 Check Metrobank online for the procedure
3.9.1.3 Log-in to your online Metrobank account once account is activated
3.9.1.4 Click Register A New Biller
3.9.1.5 Click Jubilee Christian Academy
3.9.1.6 Click Continue
3.9.1.7 Click Pay Bills
3.9.1.8 Click Jubilee Christian Academy from your registered biller
3.9.1.9 Type the correct student ID number in the Reference No. # to identify the student who will be issued the receipt
3.9.1.10 Click the account to debit
3.9.1.11 Type the amount reflected on the assessment sheet
3.9.1.12 Click Payment Type
3.9.1.13 Click Continue
3.9.1.14 Click Confirm; Transaction Acknowledgment will appear
3.9.1.15 Click Print to print the Transaction Acknowledgment
3.9.1.16 Click Pay Another Bill to pay for another child; Repeat steps 3.9.1.7 to 3.9.1.15

3.9.2 Over the counter Metrobank payment; bring your assessment sheet

3.9.2.1 Go to any Metrobank Branch
3.9.2.2 Fill out a “Payment Slip” with the following required details:

- 3.9.2.2.1 Company Name: Jubilee Christian Academy
- 3.9.2.2.2 Subscriber Name: (leave it blank)
- 3.9.2.2.3 Reference No.: Student ID Number
- 3.9.2.2.4 Mode of Payment: Check whether Payment in Cash / Check or Debit to Account
- 3.9.2.2.5 Amount of Payment: Write the amount reflected on the assessment sheet
- 3.9.2.2.6 Payment Details: Cash Payment Breakdown and / or Check Payment Details

3.9.2.3 For two or more children, accomplish separate Payment slips for each of your child.
3.9.2.4 Present the Payment Slip to the Metrobank teller together with the cash / check payment.
3.9.2.4 Once validated, teller will give a validated copy of the payment slip.
3.9.2.5 Before leaving, make sure the copy received is validated, with same payment details as submitted; This payment slip serves as proof of payment.

3.9.3 Allow 3 banking days for processing of payment to finalize. For example, student’s enrolment schedule is July 13 – payment should be done by July 8.

3.10 Bring the printed Transaction Acknowledgment or Payment Slip to School when you come to School on your designated surname day. See Page 5.step 4.1.
3.11 Proceed to the RECEPTION ROOM, 306 ARISTOTLE, to secure a number. Approach the INFO DESK for student’s official ID number, email address or any inquiry.
3.12 Go to ONLINE ENROLMENT VERIFICATION ROOM, 304 RIGHTEOUSNESS, for verification when your number is called. Receipt will be given if you have followed the three-banking days procedure and if student ID and fee payment are correct.
3.13 Go to the SALE RELEASE ROOM. Claim your purchased books and / or supplies.

KINDER, GRADES 1 to 6 - ROOM 318
GRADES 7-12 - ROOM 317

3.14 Check carefully the completeness of all items purchased from the Sale Release rooms. No complain will be entertained after acceptance of the books and supplies. Return or exchange of books or supplies (e.g., musical instruments, kits) will be entertained only if they are defective or have missing pages / parts, provided receipt is presented within 14 calendar days from date of purchase. Erroneous purchase is not accepted for return or exchange of item. Return and exchange of items apply only during enrolment time and does not apply to other bookstore items purchased during non-enrolment period.
3.15 Bring bag or trolley for items purchased. Php 2.00 will be charged for each bag provided.
3.16 Process the following in the GENERAL SERVICES ROOM, 316 SERVICE —
3.16.1 FETCHER’S CARD - The Fetcher’s Card is a requirement for Toddler to Grade 6.

3.16.2 DEVICE REGISTRATION

3.16.2.1 Student whose Apple device was registered in SY2014-2015 and 2015-2016 do not need to register their units. Its wifi usage will be activated once classes begin.

3.16.2.2 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.

3.16.2.3 APPLE RESELLER – SENCO representative will release devices not claimed on April 11, 2016

3.16.2.3.1 Get unclaimed iPad from Senco and go to the Device Registration table to register your device.

3.16.2.3.2 Order device and pay the Senco representative; device will be released on August 1-5, 2016.

3.17 Go to E-BOOK INSTALLATION ROOM, 315 PURITY, for Grades 4, 5, 7, and 8 English, Filipino, Math, Science, and Social Studies and Grade 11 Filipino e-books to be installed in the student’s iPad by publishers.

3.18 Go to the CIRCULAR page of your child’s department for the procedures to be followed in the E-Book installation if you wish to do it on your own.

3.19 Note that Book sale is up to August 12, 2016

3.20 Purchase or pick-up school, PE uniforms, shoes from concessionaires.

FITTING ROOM - ROOM 310
PE & GIRLS’ UNIFORM - ROOM 311
BOYS’ UNIFORM & SHOES - ROOM 312

4. IN-SCHOOL ENROLMENT, JULY 1, 5-7, 12-15 2016; 8:30 to 11:30 am

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.

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

| July 1   | Tan, Jacey to U | July 12 | L to M |
| July 5   | E to K          | July 13 | Cho to D|
| July 6   | N to R          | July 14 | V to Z |
| July 7   | S to Tan, Ishannah | July 15 | A to Chiu; Summer Students |

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

4.3 Go to IN-SCHOOL ENROLMENT ROOM, 305 EQUALITY, when your number is called. Access enrolment online through the provided or your device. Personnel and student assistants are ready to assist you. See page 2, do steps 2.3.1 to 2.3.3. See page 3 and do steps 3.1 to 3.8.

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

4.4.1 Pay in cash or check but check payment is preferred.
4.4.2 One check per student. Write the name of the student and the ID number at the back of the check.
4.5 Go to the SALE RELEASE ROOMS. Claim your purchased books and/or supplies. See page 4, steps 3.12 to 3.14.

4.6 Process the FETCHER’S CARD, DEVICE REGISTRATION, and APPLE RESELLER matters in the GENERAL SERVICES, ROOM 316. See page 5, step 3.16.

4.7 Go to E-BOOK INSTALLATION ROOM, 315 PURITY, for Grades 4, 5, 7, and 8 English, Filipino, Math, Science, and Social Studies and for Grade 11 Filipino e-books to be installed in the student’s iPAD by publishers.

4.8 Go to the CIRCULAR page of your child’s department for the procedures to be followed in the E-Book installation if you wish to do it on your own.

4.9 Purchase or pick-up School, PE uniforms and shoes from concessionaires from ROOM 310-312. See page 5, step 3.20.

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

5.1 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>2nd</th>
<th>1st</th>
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<tbody>
<tr>
<td>June 22-July 15</td>
<td>December 6-8</td>
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<th>QUARTERLY</th>
<th>3rd</th>
<th>4th</th>
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<tbody>
<tr>
<td>June 22-July 15</td>
<td>September 14-16</td>
<td>December 6-8</td>
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<td>February 15-17</td>
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<table>
<thead>
<tr>
<th>MONTHLY</th>
<th>5th</th>
<th>6th</th>
<th>7th</th>
<th>8th</th>
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<tbody>
<tr>
<td>June 22-July 15</td>
<td>Aug 16-18</td>
<td>Sept 14-16</td>
<td>Oct 12-14</td>
<td>Nov. 15-17</td>
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<td>Dec 6-8</td>
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<td>March 14-16</td>
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<td>April 18-20</td>
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5.2 Follow pages 1-2, steps 2.3.1 to 2.3.4 and pages 3-4, steps 3.3 to 3.7

5.3 Keep the Transaction Acknowledgment or Payment Slip for verification purposes.

5.4 Expect the official receipt to be given to eldest child five days after payment is completed.

5.5 Handling fees are inputted in the following amounts---

5.5.1 for quarterly payment - Php 551.00
5.5.2 for monthly payment - Php 282.00

6. Penalties are to be imposed on the following---

6.1 Enrolment beyond payment schedule - Php 671.00
6.2 Returned check - Php 959.00
6.3 Non-payment of scheduled fees - non-release of report card / non-admission

7. 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.

7.1 withdraws by first Friday after class opening - 90% of school fees to be refunded, less deposit fee for new students
7.2 withdraws by second Friday after class opening - 80% of school fees to be refunded, less deposit fee for new students
7.3 withdraws beyond the second Friday after class opening - No refund

8. Transact business in the third floor E. Rodriguez corridor with the canteen concessionaires for lunch boarders. Snacks are sold also in this area.

9. Parents/Guardians are requested to conduct themselves with civility throughout their enrolment visit. Parents/Guardians who exhibit discourteous behaviour (e.g., shouting, unreasonable behavior) will be escorted to the gate.

10. PARENTS’ / GUARDIAN’S ORIENTATION SCHEDULE (WITH BOOK SELLING)
<table>
<thead>
<tr>
<th>Level</th>
<th>Date</th>
<th>Preschool</th>
<th>G1-6</th>
<th>G7-10</th>
<th>G11-12</th>
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<tbody>
<tr>
<td></td>
<td>July 20, 2016</td>
<td>8:00-9:30 am, General &amp; JCAPA orientation, Jubilee Evangelical Chapel, E. Rodriguez Campus; 10:00-11:00 am, Concurrent Sessions</td>
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<td>July 21, 2016</td>
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<td>8:30-10:00 am General Orientation &amp; JCAPA Orientation, Jubilee Evangelical Church Chapel D. Hemady Campus; 10:30-11:30 am Concurrent Sessions</td>
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<td>July 22, 2016</td>
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<td>8:30-10:00 am, General Orientation &amp; JCAPA Orientation, Jubilee Evangelical Chapel E. Rodriguez Campus; 10:30 to 11:00 am Concurrent Sessions</td>
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11. OPENING OF CLASSES

    August 1, 2016   Toddler, Nursery, & Grades 1 to 3
    August 2, 2016   Grades 4 to 12
    August 3, 2016   Kinder

12. 5TH BATCH ADMISSION, SY2016-2017 on-going, June 8-June 24, 2016

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