

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

November 11, 2019

TO : PARENTS / GUARDIANS

FROM : MRS. CAROL B. SEMING
 Registrar

SUBJECT : SECOND SEMESTER ENROLMENT AND TERM PAYMENTS, SY 2019-2020

Warm greetings to all!

1. Second Semester enrolment and term payments, School Year 2019 – 2020.

1.1 Please see table below:

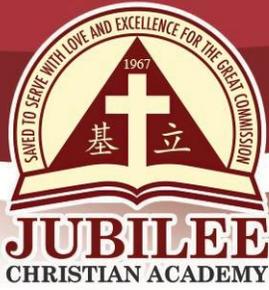
SEMESTRAL					
2 ND					
November 12-15, 2019					
QUARTERLY					
3 rd			4 th		
November 12-15, 2019			February 12-14, 2020		
MONTHLY					
5 th	6 th	7 th	8 th	9 th	10 th
Nov. 12-15, 2019	Dec 3-5, 2019	Jan 15-17, 2020	Feb 12-14, 2020	March 16-18, 2020	April 15- 17,2020

1.2 Payment can be done through Metrobank or in-School. If you wish to pay in-School, you may visit the Finance Office, E. Rodriguez campus, on the scheduled days from 8:30 to 11:00 am.

1.3 Penalty will be charged for all late payments. Report Card viewing will be withheld if timely payment is not made.

2. Online enrolment procedure

- 2.1 Use any web browser except Internet Explorer.
- 2.2 Go to www.jca.edu.ph.
- 2.3 Scroll down to see the Menu bar
- 2.4 Click BE A JUBILEAN.
- 2.5 Click STUDENT PORTAL
- 2.6 Log in to the Student Access Module



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- 2.6.1 Type your child's ID number and password.
- 2.6.2 Click Enrolment tab on the menu.
- 2.6.3 Assessment page will appear on the lower right hand corner. Look for the Term of Payment for the amount you have to pay.
- 2.6.4 Print Assessment Page if you wish by clicking Print Assessment.
- 2.6.5 Sign Out and repeat procedure for another child.

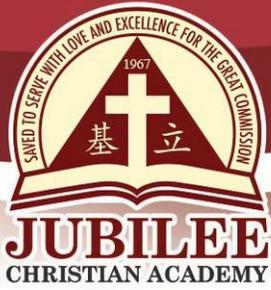
3. Deposit payment at any Metrobank

3.1 E-payment

- 3.1.1 Enrol your account in your Metrobank's online banking
- 3.1.2 Check Metrobank online for the procedure
- 3.1.3 Log-in to your online Metrobank account once account is activated
 - 3.1.3.1 Click Pay Bills
 - 3.1.3.2 Click Register A New Biller
 - 3.1.3.3 Click School under Category
 - 3.1.3.4 Click Jubilee Christian Academy Inc. under Biller
 - 3.1.3.5 Type the correct student ID number in the Subscriber/ Account No. and in the Reference No. # for the school to identify the student who will be issued the receipt
 - 3.1.3.6 Type your number in the Phone No.
 - 3.1.3.7 Click Continue
 - 3.1.3.8 Click Pay Bills
 - 3.1.3.9 Click Jubilee Christian Academy Inc. from your registered biller
 - 3.1.3.10 Click the account to debit
 - 3.1.3.11 Type the amount reflected on the assessment sheet
 - 3.1.3.12 Click Payment Type
 - 3.1.3.13 Click Continue; Transaction Confirmation will appear
 - 3.1.3.14 Click Confirm; Transaction Acknowledgment will appear
 - 3.1.3.15 Click Print to print the Transaction Acknowledgment
 - 3.1.3.16 Click Pay Another Bill to pay for another child; Repeat steps for the payment process

3.2 Over the counter Metrobank payment; bring your assessment sheet

- 3.2.1 Go to any Metrobank Branch
- 3.2.2 Fill out a "Payment Slip" with the following required details:
 - 3.2.2.1 Company Name: Write Jubilee Christian Academy Inc.
 - 3.2.2.2 Subscriber Name: (leave it blank)
 - 3.2.2.3 Reference No.: Write Student ID Number
 - 3.2.2.4 Mode of Payment: Check whether Payment in Cash / Check or Debit to Account
 - 3.2.2.5 Amount of Payment: Write the amount reflected on the assessment sheet
 - 3.2.2.6 Payment Details: Write Cash Payment Breakdown and / or Check Payment Details



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- 3.2.3 For two or more children, accomplish separate Payment Slips for each child.
 - 3.2.4 Present the Payment Slip to the Metrobank teller together with the cash / check payment.
 - 3.2.5 Once validated, teller will give a validated copy of the Payment Slip.
 - 3.2.6 Make sure the copy received is validated, with same payment details as submitted. This Payment Slip serves as proof of payment.
 - 3.2.7 School receipt will be given to your child within three weeks upon confirmation of your payment.
4. For any enrolment concern, pls. email registrar@jca.edu.ph and expect a reply in three school days
In addition, you may call 8294-0843 to 45, local 600, for the Registrar Office.

Thank you for your kind cooperation.

