


基立學院 JUBILEE CHRISTIAN ACADEMY

Saved to serve with love and excellence for the Great Commission.

DATE : October 6, 2020

TO : PARENTS / GUARDIANS OF GRADE 11 - PAUL (STEM – AP Biology and Chemistry)

FROM :  MRS. NANCY R. RAMOS
Principal, Senior High School Department

SUBJECT : **ADVANCED PLACEMENT (AP) EXAM**

Greetings in the name of our Lord Jesus Christ!

The Advanced Placement (AP) is an international recognized program that includes a standardized assessment of knowledge and skills of rigorous, university-level curricula which are key elements of top university readiness.

Students who earn a satisfactory AP exam rating have the following advantages;

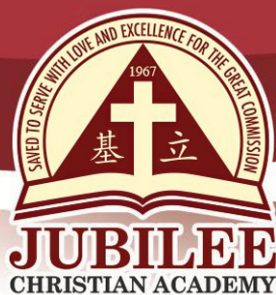
1. Improve opportunity for local and international university applications.
2. Possible exemption from taking related introductory courses.
3. Improve portfolio of academic credential (e.g., scholarship application)

The Science, Technology, Engineering and Mathematics-Advanced Placement (STEM-AP) students are required to take one AP Test in AP Biology in Grade 11 or AP Chemistry in Grade 12. Should your child take one AP exam, he / she will receive 5% incentive in all his / her AP subjects and the AP designation in his / her AP subjects. If your child will not to take any AP exam, he / she will not receive the 5% incentive and the AP designation in his / her AP subjects. In addition, Incentive will be given only when student has garnered a grade of 85 and above in the related subject.

The AP exam fee is 138 USD per exam per student.

1. AP Exam Enlistment

Students may enlist in either AP Biology, and /or AP Chemistry. Kindly fill in your choice in the enlistment form in this link: [AP Exam Enlistment 11-Paul, SY 20-21](#) . In the form, you will be asked to submit an e-signed file of the form found in page 4 of 4.



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2. AP Exam Schedule

- | | |
|------------------|--------------------|
| 2.1 May 14, 2021 | AP Biology |
| 2.2 May 2022 | AP Chemistry (TBA) |

3. Payment details

Important: Only payment for **AP Biology** will be accepted and processed for S.Y 2020-2021.

3.1 For over the counter payment, please see bank details below:

3.1.1 Metropolitan Bank & Trust Company (MBTC)

3.1.1.1 Go to any MBTC branch

3.1.1.2 Fill in the following details in the MBTC Transaction Slip:

3.1.1.3 Type of Transaction - Deposit on Savings Account using the deposit slip

3.1.1.4 Account Name - Jubilee Christian Academy, Inc.

3.1.1.5 Dollar Savings Account (SA) Number - 259-2-25901205-2

3.1.1.6 Amount – please pay the exact amount to be paid.

3.1.2 Deposit payment over the counter

3.1.3 Screenshot the validated Transaction Slip and email to cashier@jca.edu.ph with student's name, level and section

3.1.4 You will receive an email reply from cashier@jca.edu.ph to acknowledge receipt of payment

3.1.5 Please keep validated Transaction Slip for verification purposes

3.1.6 Transaction maybe applicable for dollar deposit.



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3.2 For online banking, please see procedures below:

3.2.1 Metropolitan Bank and Trust Company (MBTC) Online Banking

- 3.2.1.1 Enrol MBTC Online Banking account
- 3.2.1.2 Check MBTC online for the procedure
- 3.2.1.3 Log-in to your MBTC account once account is activated
- 3.2.1.4 Click "My peers"
- 3.2.1.5 Click plus sign, then enrol Jubilee Christian Academy, Inc. with dollar savings account # 259-2-25901205-2
- 3.2.1.6 Once enrolled, click Jubilee Christian Academy, Inc.
- 3.2.1.7 Choose the account to debit, type the amount to be paid and click "Payment"
- 3.2.1.8 Click "Continue" and Transaction Confirmation will appear
- 3.2.1.9 Click "Confirm" and Transaction Acknowledgement Page will appear
- 3.2.1.10 Click "Print" to print Transaction Acknowledgement
- 3.2.1.11 Screenshot your printed Transaction Acknowledgement
- 3.2.1.12 Email the screenshot of the Transaction Acknowledgement with student's name,
level and section to cashier@jca.edu.ph.
- 3.2.1.13 You will receive an email reply from cashier@jca.edu.ph to acknowledge receipt of payment

AP Exam payment will be from October 12- 30, 2020. For any payment related concern, please email cashier@jca.edu.ph.

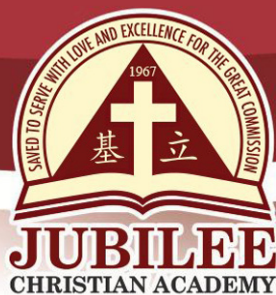
4. AP Exam Cancellation and Late Testing

4.1 Should the student decide to cancel enlistment to an AP Exam, please see below;

- 4.1.1 Send a letter of request to cancel enlistment to an AP exam to SHS@jca.edu.ph on or before **November 10, 2020**. If payment for the AP Exam has already been made, attach a scanned copy of the payment receipt for refund.

4.2 In an event that the student will not be able to take the exam as scheduled, please see below link for more information on AP Services Late Testing guidelines :

[Late-Testing Policies](#)



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5. Contact Information for AP Concerns

5.1 For AP Exam related concerns, you may contact Ms. Mary Ann Caraig, AP Coordinator, through mbcaraig@jca.edu.ph

5.2 For AP subject related concerns, you may contact the Area Coordinator :

5.2.1 English	- Ms. Charmaine Dasco	crdasco@jca.edu.ph
5.2.2 Biology	- Mrs. Allyssa Marie Escubil	aclontoc@jca.edu.ph
5.2.3 Chemistry and Physics	- Mr. Shemaiah Pascua	sspascua2@jca.edu.ph
5.2.4 Calculus	- Mr. Enrique Sabacan	ersabacan@jca.edu.ph

Please be guided accordingly.

Thank you.

Jubilee Christian Academy
Senior High School Department
Acknowledgment and AP Enlistment Slip

I / We have received and understood the October 6, 2020 Senior High School Circular on
ADVANCED PLACEMENT (AP) EXAM ENLISTMENT

() I am allowing my child to take the AP Exam.

Please check your exam choice.

- () AP Biology
- () AP Chemistry

() I am not allowing my child to take the AP Exam and acknowledges that he/she will not receive the 5% incentive point and the AP designation.

Parent / Guardian's Signature over Printed Name / Date