



基立学院

JUBILEE CHRISTIAN ACADEMY

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

DATE : October 6, 2020

TO : PARENTS / GUARDIANS OF GRADE 12 MARTIN LUTHER

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

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

Greetings in the name of our Lord Jesus Christ!

1. Payment for the AP Physics exam is set from October 12 to 30, 2020

LEVEL	AP Exam Subjects	Exam Fee	Exam Date
Grade 12	AP Chemistry (enlisted in S.Y. 19-20)	USD 138	May 7, 2021

2. Payment details

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.

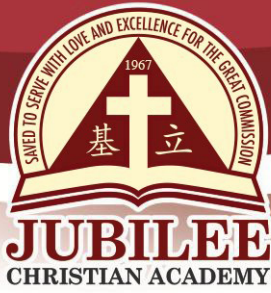
3.1.2 Deposit payment over the counter

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.

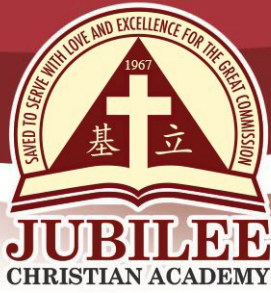
4. AP Exam Cancellation and Late Testing

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.

