



# 基立学院 JUBILEE CHRISTIAN ACADEMY

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

DATE : MAY 18, 2021

TO : PARENTS / GUARDIANS OF PRESCHOOL

FROM : MRS. CAROL B. SEMING  
Registrar

SUBJECT : ENROLMENT PROCEDURE AND CLASS OPENING, SCHOOL YEAR (SY) 2021-2022

We thank God for taking care of all of us through these hard times. We continue to put our faith in Him and pray for His direction while we continue to provide quality education for our students and to serve the Jubilee Christian Academy community.

Due to the COVID-19 pandemic which brought about the economic crisis, Jubilee Christian Academy (JCA) will maintain tuition and miscellaneous fees of SY 2020-2021 for SY 2021-2022. We thank you, parents, for paying all the fees regularly.

Please be guided by the enrolment procedure below:

1. Online enrolment schedule is from June 28-July 6, 2021 through online or over the counter bank payment.  
NO ENROLMENT in school during this period.
2. Online Update
  - 2.1 The School will continue to update you on enrolment procedures through circulars / viber messages.
  - 2.2 Students with outstanding balance and / or documents cannot do online enrolment.
    - 2.2.1 Please email Mrs. Sharon Berina at [finance@jca.edu.ph](mailto:finance@jca.edu.ph) or call Finance office at 8294-0843 to 45, loc. 200, to settle your outstanding balance. For easier reference, use "Payment of Name of Student" as subject of the email (e.g., Payment of Juan Dela Cruz).
    - 2.2.2 Email the Preschool Department at [ps@jca.edu.ph](mailto:ps@jca.edu.ph) or call the at 8294-0843 to 45, local 600 for submission of outstanding documents. For easier reference, use "Outstanding document of name of student" as subject of the email (e.g., Outstanding document of Juan Dela Cruz).
  - 2.3 Profile Update – All students are required to do Profile Update prior to enrolment for the School to process school matters effectively. The School will not be held accountable for problems that may arise due to the student's profile being inaccurate or incomplete. You cannot move on enrolment unless the student's profile is updated. Click [PROFILE UPDATE](#) for the procedure.



# 基立学院

## JUBILEE CHRISTIAN ACADEMY

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

### 3. Online Assessment, Payment, and General Services

June 28-July 6, 2021
<b>STEP 1: ASSESSMENT</b> <ol style="list-style-type: none"> <li>1. Go to <a href="http://www.jca.edu.ph">www.jca.edu.ph</a>.</li> <li>2. Click BE A JUBILEAN at the menu tab at the footer. Then, click STUDENT PORTAL.</li> <li>3. Log-in to the STUDENT ACCESS MODULE. See #2.3.4.</li> <li>4. Click ENROLMENT TAB and accomplish what is asked for.</li> <li>5. Skip sections on "Club" and "Registered Subjects"</li> <li>6. Click "ASSESS" button.</li> <li>7. Specify MODE OF PAYMENT. Tick the LEARNING MATERIALS to be bought. The total payment due will appear at the bottom of the page.</li> <li>8. Read the SCHOOL COMPLIANCE AGREEMENT and click AGREE. Parents/students cannot move on to the next step without ticking the box. Please see your Department Principal if you have concerns with the School Compliance Agreement.</li> <li>9. Review all entries carefully before clicking SUBMIT to avoid delay of enrolment transactions should there be any corrections.</li> <li>10. Sign out and repeat procedure for another child.</li> </ol>
<b>STEP 2: PAYMENT</b> <p>Online and / or Over the Counter Bank Payment</p> <ol style="list-style-type: none"> <li>1. Deposit payment at any Bank of the Philippines Islands-Family Bank (BPI-FB) or Metropolitan Bank &amp; Trust Company (MBTC)</li> <li>2. Click <a href="#">BANK PAYMENT DETAILS, SY 2021-2022</a> here.</li> </ol>
<b>STEP 3: GENERAL SERVICES</b> <ol style="list-style-type: none"> <li>1. APPLE ID CREATION AND REGISTRATION           <ol style="list-style-type: none"> <li>1.1 Please click <a href="#">APPLE ID CREATION, SY 2021-2022</a> for new / unregistered Ipad.</li> <li>1.2 Contact the Information and Communication Technologies (ICT) Office at <a href="mailto:property@jca.edu.ph">property@jca.edu.ph</a>, or call 8294-0843 to 45 loc. 302, Monday to Friday, 9:00 am-3:00 pm, for Apple ID concerns.</li> </ol> </li> <li>2. APPLE RESELLER           <ol style="list-style-type: none"> <li>2.1 Click the Department's E-LEARNING REQUIREMENTS, S.Y. 2021 - 2022 for those who are still interested to purchase Apple device. <a href="#">PRESCHOOL</a> , <a href="#">ELEMENTARY</a> , <a href="#">JUNIOR HIGH SCHOOL</a> , <a href="#">SENIOR HIGH SCHOOL</a></li> <li>2.2 Pick up of purchased device is on July 19, 21-22, 2021.</li> </ol> </li> </ol>





June 28-July 6, 2021

### 3. E-BOOK READER DOWNLOADING

- 3.1 Click [ELEMENTARY](#) [JUNIOR HIGH SCHOOL](#) , [SENIOR HIGH SCHOOL](#) for the procedures on how to download e-book readers at home.
- 3.2 Check student's School official email on July 26-28, 2021 as e-book publishers will send instructions on how to download the e-books. Email the Bookstore at [bookstore@jca.edu.ph](mailto:bookstore@jca.edu.ph) or call Mrs. Raquel Chui at 8294-0843 to 45 loc. 202, on July 28-30, 2021 8:30-11:30 am if the student does not receive e-book publisher instruction or if they receive unrelated emails that are not supposed to be sent by publishers (e.g.promotional ads, invitations).

### 4. Release of Learning Materials, Enrolment Payment Receipt and Year-End Materials

To ensure the health and safety of everyone, parents / guardians/ authorized representatives can pick up materials or use transport services (e.g., Grab, Lalamove, Mr. Speedy, Transportify) to receive their children's learning materials on designated date from July 12-22, 2021 and on assigned day and time. Limited people will be allowed into the F. Manalo waiting area at any one time to claim their children's learning materials, enrolment payment receipt and year-end materials (e.g., report card, diploma, medal). Click [HERE \(PICK-UP SCHEDULE\)](#) for the pre-assigned date and time.

- 4.1 Please see schedule of release of materials from July 12 to 22, 2021. Please click the DATE AND SURNAME to access the Google Form. Complete the Google Form on or before July 6, 2021. Failure to complete the Google Form will mean no entry to the School to get the learning materials.

[July 12 SZE-TORRES](#)  
[July 13 LIOTONGCO-ONG](#)  
[July 14 CHING-DEE](#)  
[July 15 PALACIO-SY](#)

[July 16 A - CHIA](#)  
[July 19 HO-LIN](#)  
[July 21 TUI-ZULUETA](#)  
[July 22 DELA CRUZ - HERNANDEZ](#)

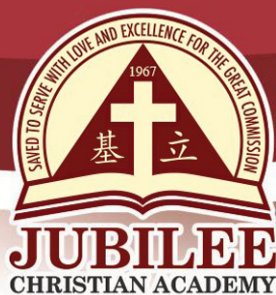
#### 4.2 For transport services:

- 4.2.1 Book your choice of transport service on the scheduled date and time. Pin 16 F. Manalo gate in the address
- 4.2.2 Indicate contact person in School - Ma. Raquel Chiu
- 4.2.3 Indicate School contact number - 09564091643

- 4.3 Email [cashier@jca.edu.ph](mailto:cashier@jca.edu.ph) if there are payment concerns.

- 4.4 Email [bookstore@jca.edu.ph](mailto:bookstore@jca.edu.ph) within three working days after receipt of materials if there are missing / defective / wrong items. Take a photo of the material and attach it to the email. The Bookstore will not entertain any such concern if no email is received within the specified days. If you are not able to pick up your child/ren's learning materials from July 12 to 22 may pick up on July 23 and 26, 8:30-11:30 am. Enlistment form will be served on a first come first served basis. We encourage everyone to follow the scheduled release of materials per surname to avoid delay of pick up.

- 4.5 Please use the F. Manalo Gate for entry and exit. Parking is available at the F. Manalo open parking.



# 基立學院

## JUBILEE CHRISTIAN ACADEMY

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

4.6 Please see the following health and safety guidelines to be observed on the scheduled release of materials:

- 4.6.1 Refrain from visiting the School if there is exposure to people with covid-19 symptoms for the proceeding 14 days.
- 4.6.2 Everyone is required to wear mask and face shield. Bring your own mask and face shield. NO MASK AND FACE SHIELD, NO ENTRY.
- 4.6.3 Temperature scan will be done upon entering the gate. Visitors with 37.5 and above temperature will not be allowed to enter the School.
- 4.6.4 Apply alcohol on the hand at the gate.
- 4.6.5 Step on the foot bath.
- 4.6.6 Indicate Personal information as requested (e.g., name and contact number).
- 4.6.7 Bring personal pen and echo bag
- 4.6.8 Proceed to the F. Manalo Waiting Area for pick-up.
- 4.6.9 Maintain social distancing.

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

5.1 Refer to the installment schedule below. Post-dated checks are not accepted.

SEMESTRAL									
1 <sup>ST</sup>					2 <sup>ND</sup>				
June 28-July 6, 2021					November 15-17, 2021				
QUARTERLY									
1 <sup>st</sup>			2 <sup>nd</sup>		3 <sup>rd</sup>			4 <sup>th</sup>	
June 28-July 6, 2021			September 15-17, 2021		November 15-17, 2021			March 14-16, 2022	
MONTHLY									
1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>
June 28-July 6, 2021	August 16-18, 2021	September 15-17, 2021	October 13-15, 2021	November 15-17, 2021	December 3, 6-7, 2021	January 12-14, 2022	February 14-16, 2022	March 14-16, 2022	April 18-20, 2022

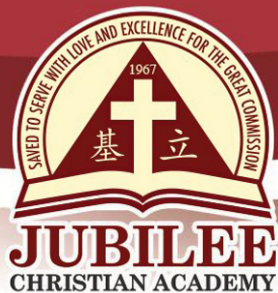
5.2 Follow page 2, Step 2 for Online / Bank Payment procedure.

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

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

- 6.1 Payment beyond July 6, 2021
  - 6.2 Returned check
  - 6.3 Penalty for paying after installment schedule
  - 6.4 Non-payment of scheduled fees
- Php777
  - Php1,110
  - Php777
  - non-release of report card and school documents / non-admission.





# 基立学院 JUBILEE CHRISTIAN ACADEMY

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

7. When a student registers in the School, it is understood that he / she is enrolling for the entire school year. (2010 Revised Manual of Regulations for Private Schools in Basic Education, section 119a) 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 and conditions, whether or not he / she has attended class. New student deposit is not refunded. Refund of other existing students is subject to handling fee of P3,260.

- |  |                                     |
|--|-------------------------------------|
| 7.1 withdraws within 5 class days after class opening  | - 90% of school fees to be refunded |
| 7.2 withdraws within 10 class days after class opening | - 80% of school fees to be refunded |
| 7.3 withdraws beyond 10 class days after class opening | - No refund                         |

8. Parents / Guardians / Authorized representatives are requested to conduct themselves with civility throughout the release of materials. Parents / Guardians who exhibit discourteous behaviour (e.g., shouting, unreasonable behavior) will be escorted to the gate.

## 9. Class opening, SY 2021-2022

9.1 Parent Orientation Dates: July 26-28, 2021

9.2 Class Opening Dates:

Preschool, Grade 1, Grade 7, Grade 11	-	August 2, 2021
Kinder, Grade 2-Grade 6, Grade 8-12	-	August 3, 2021

We thank you for your kind cooperation.