

Assumption Antipolo Inc.

ON-LINE ENROLLMENT PROCESS (SY 2022-2023)

Below are the steps and payment options for SY 2022-2023 Enrollment.

For the detailed Online Enrollment Process, watch this tutorial video:

<https://www.youtube.com/watch?v=zGaKcW-x7L8>.

A. ON-LINE PAYMENT - through the Student Portal via Debit Card or Credit Card

The screenshot displays the online payment interface for Assumption Antipolo Inc. At the top, the school's logo and name are followed by the address: Sumulong Hwy, Antipolo 1870 Rizal, Philippines. The main content area is divided into two sections. On the left, the 'Payment Details' form includes a 'Card Type' selection (Visa or Mastercard), a 'Card Number' field with a masked input (40000), an 'Expiration Month' field with a 'Show cards from your Google Account' button, and a 'CVN' field. A 'Cancel' button is at the bottom left, and a green 'Pay' button is at the bottom right. On the right, the 'Your Order' summary box shows a 'Total amount' of P36,770.00.

B. FUND TRANSFER through other online payment channels (e.g. Metrobank to AA's bank account) or OVER THE COUNTER bank deposit

Account Name: **Assumption Antipolo Inc.**

BDO	Pre-School and Elementary	006630206591
	High School (JHS and SHS)	006630206605
BPI	All Levels	4053-0436-96
UNIONBANK	All Levels	001560000883

Remember to:

1. **Assess online** via the Student Portal, and
2. **Select a payment plan** before making payment.

For on-line payment:

* Inform the Finance Office right away if:

- successful payment does not reflect on the student's ledger (do not re-process)
- payment was done twice or more, so multiple payments can be VOID or reversed

3. **Notify about your payment** by emailing a clear photo/screenshot of the transaction receipt to finance@assumptionantipolo.edu.ph, with subject: ***Tuition and Other Fees*** or ***Books and Supplies*** and with complete name and level of the student. (e.g. *Tuition and Other Fees - Mary Cruz - Grade 1*). This step is only for FUND TRANSFER or OVER THE COUNTER payment options.
4. **Check student's Ledger** immediately for online payment and within 2-5 working days for fund transfer/over the counter payment posting.