

ENROLLMENT FAQ's

FOR S.Y. 2020-2021



FREQUENTLY ASKED QUESTIONS

Updated June 6, 2020

1. When is the online enrollment period?

The regular online enrollment period is from June 4 to 30, 2020.

2. What are the different modes of payment?

Parents may opt for one of these modes of payment: Annual, Semestral, Trimestral, Quarterly, or Monthly.

3. Will I be able to change my mode of payment after enrollment?

No, you cannot change the mode of payment after enrollment. The system does not allow re-assessment of fees once payment has been made.

4. How will I know the balance I have to pay for SY 2019-2020?

In the Student Portal, unpaid tuition and other school fees are indicated in the ledger.

5. I still have unsettled school fees. Will I be allowed to enroll?

Enrollment is open only to those who have settled their tuition and other school fees.

6. I have three (3) daughters enrolling. Will I be given a discount?

There is no outright discount. For this school year, fees are significantly reduced in all levels to help our AA parents.

7. How much is the tuition fee? How about the miscellaneous fees? Is this all in (including books, school supplies, uniforms)?

The schedule of fees has been sent to your daughter's MS Outlook account. The fees do not include books and school supplies. The red uniform, gala uniform and PE uniform will not be required this school year.

8. How do we buy books and supplies?

In July, you may start purchasing books and school supplies through the Student Portal. Upon payment, the school's Bookstore will prepare your purchases for pick up. The pickup schedule will be announced. (Parents are encouraged not to purchase new school supplies and to use available supplies at home instead. For textbooks, consider doing book swaps with other parents.)

9. How do we buy uniforms?

Students are not required to wear uniforms this school year (red uniform, gala uniform, PE uniform). It will be announced later if Grade 10 students and Grade 11 new students will be required to buy the gala uniform.

10. Why is there no decrease in tuition fees?

On March 2, 2020, the Board of Trustees approved a 5% increase for SY 2020-2021. However, due to the pandemic crisis, **the school decided not to implement the approved increase.** The tuition fees this school year are the same as last school year's fees.

Tuition fees fund the professional development and compensation of all employees and the transition costs that come with remote online learning. Consequently, no tuition fee increase also means no increase in salaries of all school personnel. Therefore, this can no longer be reduced. On the other hand, most of the other fees were reduced significantly.

11. Why is the school still charging miscellaneous and student activity fees?

A significant reduction was made in the remaining miscellaneous and student activity fees. The minimal amount charged will be used for maintenance of equipment and facilities, production of instructional materials, and funding of special programs.

- a. The **Learning Resource Center** will provide students access to Destiny Library Manager so they can use online resources and subscriptions. A procedure for borrowing books is currently being studied.
- b. The following **programs** will continue in the new learning environment: Science/Learning Laboratory, TLE/HELE/Music/Art, Physical Education, Student Development (Varsity and Clubs), Guidance, Alay Kapwa at Kalikasan, and Spiritual Formation/Pastoral Affairs. The school's facilities will be used by the teachers to deliver these programs (e.g. teacher performs the science experiment in school and video is sent to the students), and implementing these activities will incur costs (e.g. resource speaker for Guidance Center seminar for students).
- c. Printed and digital teacher-made **instructional materials** will be provided to students.
- d. An **ID** will be issued to all students to facilitate transactions. The guidelines for issuance of ID's and procedure for transactions will be given separately.
- e. A printed copy of the **school calendar** will also be given to students to help them manage their schedules and tasks.
- f. Issues of school paper, **Plaid Ideas**, and the literary folio will be published online.

12. Which items or fees were removed from miscellaneous and student activity fees?

The school is not charging fees for activities that we cannot have this school year: school fair tickets, cultural shows, educational trips, Filipino play tickets, retreats, and Arts and Academic Fair.

No fees were charged for the end-of-school year rites (culminating activity, moving-up, and graduation). However, a minimal fee may be charged later for the cost of producing a virtual or online graduation and the printing of certificates and diplomas.

Development fees were not charged this year as well.

13. How are these fees different: IT Infrastructure and EdTech?

The IT infrastructure fee is used for the Microsoft 365 subscription, payment for internet service providers, acquisition of additional servers for online services, and maintenance of the data center and its hardware. The EdTech fee is used for subscription to applications (KooBits, iReady, LightSail) and transition costs of online teaching.

14. What are my total savings from fees?

The savings in fees are summarized below.

LEVEL	TUITION FEE WITHOUT THE 5% INCREASE	SAVINGS	REDUCED MISCELLANEOUS AND OTHER FEES	SAVINGS	TOTAL SAVINGS
Junior Nursery	74,872.00	3,743.60	5,935.00	7,370.00	11,113.60
Senior Nursery	73,154.00	3,657.70	5,935.00	6,150.00	9,807.70
Kinder	73,154.00	3,657.70	5,935.00	8,650.00	12,307.70
Grade 1	66,029.00	3,301.45	12,651.00	7,165.00	10,466.45
Grade 2	66,029.00	3,301.45	12,651.00	7,175.00	10,476.45
Grade 3	66,029.00	3,301.45	12,651.00	10,370.00	13,671.45
Grade 4	66,029.00	3,301.45	12,771.00	8,115.00	11,416.45
Grade 5	66,029.00	3,301.45	12,821.00	9,525.00	12,826.45
Grade 6	66,029.00	3,301.45	12,821.00	16,725.00	20,026.45
Grade 7	94,659.00	4,732.95	14,761.00	9,760.00	14,492.95
Grade 8	94,659.00	4,732.95	15,006.00	13,300.00	18,032.95
Grade 9	94,659.00	4,732.95	14,806.00	10,980.00	15,712.95
Grade 10	94,659.00	4,732.95	15,621.00	17,235.00	21,967.95
Grade 11	97,388.00	4,869.40	12,979.00	13,345.00	18,214.40
Grade 12	97,388.00	4,869.40	11,854.00	14,470.00	19,339.40

15. Why do the savings vary from level to level?

Tuition fees across levels did not have the 5% increase. Reduced or removed fees vary because some activities are specific to levels. For example, in Grade 10, the savings are significant because they will not have their BioTrip in Subic and the Moving Up fee has not been charged yet (plans are pending).

16. What measures are taken to help families at this time of financial challenges?

Only fees that are absolutely necessary in implementing the academic and special programs and maintaining school operations will be charged.

The remote online learning set up might impact the family's finances with internet and device related costs, but there are also savings in transportation, daily allowance, uniforms and shoes, and school supplies.

We understand that these are difficult times wherein many have lost their jobs or have been receiving reduced pay. We pray that families, including the families of Assumption Antipolo employees, will have the resources they need to sustain the continuing education of all learners.

17. Will the unused fees for the cancelled activities be returned?

The unused fees for cancelled activities of certain levels from SY 2019-2020 will be deducted from the tuition fee for SY 2020-2021.

For Incoming Senior Nursery, Kinder, Grade 1, Grade 7, Grade 9, Grade 10, Grade 11, and Grade 12:

- a. Upon assessment of school fees, the system will show the full amount that needs to be paid. When paying, refer to the table of unused fees to determine the adjusted school fees you need to settle.

SY 2020-2021 Incoming Level (Old Students)	Unused fees of SY 2019-2020	Total Unused Fees	Amount to be Paid Upon Enrollment (after deducting unused fees from the total tuition and other fees)				
			Mode of Payment				
			Annual	Semestral	Trimestral	Quarterly	Monthly
SN	Balance from Culminating Fee: Php404.00	404.00	78,685	42,158	29,965	23,868	14,727
Kinder	Balance from Culminating Fee: Php404.00	404.00	78,685	42,158	29,965	23,868	14,727
Grade 1	Balance from Moving Up Fee: Php14.00	14.00	78,666	45,701	34,696	29,195	20,938
Grade 7	Balance from Graduation Fee: Php225.00 Educational Trip Fee: Php600.00	825.00	108,595	61,315	45,539	37,650	25,821
Grade 9	Educational Trip Fee: Php1,800.00	1,800.00	107,665	60,385	44,609	36,720	24,891
Grade 10	Educational Trip Fee: Php925.00	925.00	109,355	62,075	46,299	38,410	26,581
Grade 11	Balance from Moving Up Fee: Php700.00 BioTrip Fee: Php2,900.00	3,600.00	106,767	58,123	41,891	33,776	21,599
Grade 12	Educational Trip Fee: Php1,200.00	1,200.00	108,042	59,398	43,166	35,051	22,874

- b. If you have made the initial payment and the unused fees were not deducted, then the system will automatically deduct the said fees in your next payment due. If your mode of payment is Annual, then the unused fees will be reimbursed in September when enrollment closes.
- c. The amount will be refunded to those who will not re-enroll this school year.
- d. The Junior Nursery / Senior Nursery Culminating Activity t-shirt will be given to you when the parents are finally allowed to go to the campus to claim their daughters' belongings.
- e. The school is preparing to celebrate the achievements of the Kinder, Grade 6, Grade 10, and Grade 12 students of SY 2019-2020 with a **livestreamed Baccalaureate Mass and online Moving Up and Graduation Ceremonies**. All students will receive their yearbook portraits and certificates of completion/ diplomas. The Grade 6 students will be given their recompense pins, and the Grade 12 students will receive their SME medal. Award medals will also be given out. These expenditures have already been deducted from the collected fees.

18. I paid the reservation fee. Is this automatically deducted by the online enrollment system when my daughter's fees are assessed?

Yes, the reservation fee is automatically deducted from the assessed amount upon registration.

19. My daughter is incoming Grade 7. When will the ESC be deducted from the school fees?

The ESC amount of P9,500 has not been deducted from your payment upon registration. After submitting your daughter's required documents, the system will automatically deduct the ESC in your next payment due. If your payment mode is Annual, then the amount will be reimbursed in September after the ESC orientation.

20. My daughter is incoming Grade 11. How do I apply for the SHS Voucher?

As of June 5, 2020, the PEAC portal for processing of SHS voucher applications has not opened yet. For online application, here is the link: <https://ovap.peac.org.ph/>. The school will send you an advisory when the application process opens.

21. My daughter is incoming Grade 12. When will the SHS Voucher be deducted from the school fees?

To SHS Voucher Grantees (applied and approved by PEAC): The voucher amount has not been deducted from your payment upon registration. The system will deduct automatically the voucher amount in your next payment due. If your payment mode is Annual, then the amount will be reimbursed in September.

22. I have read your post about the AA TREE Program. I still have questions about other aspects of the program. Can I wait for the orientation regarding the online program before I enroll?

You may send us your questions about the program through Facebook Messenger. You may opt to wait for the primer and orientation before enrolling. The primer will be released before the end of June. The orientation is tentatively scheduled on the first week of August.

23. Is there a deadline for enrollment?

The last day for enrollment is on June 30, but the school still accepts late enrollees. There are no charges for late enrollment.

24. I am withdrawing my daughter's application. Can I refund my reservation/down payment?

Please write a letter to the School Director, Ms. Marie Grace B. Magtaas, to request for the refund.

25. I cannot access the student portal for enrollment. Who can help me?

Please send an email to uaccounts@assumptionantipolo.edu.ph using a Gmail or Yahoo account. When you email, please send a clear picture of your daughter's current or old ID (front part; for verification of name).

26. How do I know if my daughter is already enrolled after making the enrollment payment? How soon?

Please check the student portal (LEDGER) for the payment status. Kindly allot 3 to 5 working days for the Finance Department to post the payment as it still has to be verified with the corresponding bank.

27. Do you accept credit card payments?

Our online system currently cannot process credit card payments. When DepEd allows onsite enrollment, the school will start processing credit card payments.

28. If I cannot pay through online banking, then how do I settle the payments?

Payment can be made in the bank. Please email (using a Gmail or Yahoo account) a photo or screenshot of deposit slip or any transaction receipt to finance@assumptionantipolo.edu.ph. Indicate as subject: Tuition Fee – complete name of student, incoming level.

Account Name:

Assumption Antipolo Inc.

BDO Account Numbers:

Preschool and Elementary: 006630206591

Junior and Senior High School: 006630206605

BPI Account Number: 4053-0436-96

Unionbank: 001560000883