



IMMACULATE CONCEPTION ACADEMY
10 Grant Street, Greenhills, San Juan City

Date : May 29, 2020
To : All ICA Parents
From : The Administration
Re : Enrolment Primer for School Year 2020–2021

A. School Fees

There will be NO tuition fee increase for this school year. Miscellaneous fees will be significantly reduced due to cancellation of activities and outside testing fees.

You may access the School Fees for SY 2020 - 2021 through this link:

<https://tinyurl.com/ICAGHScheduleOfFees>

The following will also be posted thru the link above and may be accessed on or before June 10, 2020:

1. Books and Supplies List per grade level
2. Enrolment Procedure and Instructions
3. Details for all payment channels

B. Enrolment Requirements

Old Students

1. Report Cards will not be a requirement for enrolment this school year.
2. Family Information Sheet
*This will be the first step of enrolment. You are **required** to fill this up before you can accomplish the Assessment Form. To be able to validate your enrolment, the school will be sending the link and a unique validation code for you to use in filling up this form. If you do not receive an email containing the validation code by June 10, 2020, please report this to registrar.online@icagh.edu.ph.*
3. Health Information Update of students will not be required this school year. However, parents who would want to update their child's immunization record and medical condition may do so through this link: <https://tinyurl.com/ICAGHHealthInformation>.
4. For students who still have outstanding accounts with the school, please refer to the Statement of Account sent to your email last March 2020. For

further assistance, you may email your concerns and queries about your daughter's accounts to businessoffice@icagh.edu.ph .

New Students

1. Report Cards

Your child's report card issued by her previous school must be scanned and emailed to registrar@icagh.edu.ph . We will require submission of the actual card when the situation allows.

In case your child's previous school is not able to provide us with a copy because of the current situation, please request them to email us a *Certificate of Completion*. The Certificate of Completion must state the date of release of the report card and the incoming grade level of the student.

2. Recommendation Form

If you have not yet submitted the accomplished Recommendation Form from your child's previous school, please request them to send it to registrar@icagh.edu.ph .

3. Health Record Form / Hearing and Vision Screening Test Result / Baptismal Certificate

If you have not yet submitted any of the forms as listed, please note that we will be requiring these as soon as face-to-face schooling becomes feasible.

4. Family Information Sheet

This will be the first step of enrolment. You are **required** to fill this up before you can accomplish the Assessment Form. To be able to validate your enrolment, the school will be sending the *link and a unique validation code* for you to use in filling up this form. If you do not receive an email containing the validation code by June 10, 2020, please report this to registrar.online@icagh.edu.ph .

C. Enrolment Schedule

For IBDP Students (Grades 11 and 12)

June 17 - 24, 2020

For Pre Kindergarten to Grade 12

<u>Dates</u>	<u>Family Names Starting With</u>
June 17, 2020	A to B
June 18 to 20, 2020	C to D
June 22 to 27, 2020	E to N
June 29 to July 4, 2020	O to Z

New Students from Grade 1 to Grade 11 and Grant-In-Aid Scholars

July 6 to 11, 2020

D. Payment Methods

The available payment methods are the following:

1. **Direct Deposit to ICA's designated banks.** Complete bank details and instructions will be released during the enrolment period.
2. **American Express Credit Cards.** Cardholders must physically go to ICA to swipe their credit cards. Schedule and safety procedures will be announced.
3. **EastWest Bank Credit Cards MOTO (Mail Order-Telephone Order) Facility (for regular installment)**

This is open to all EastWest Credit Cardholders whose child is enrolled at Immaculate Conception Academy. This is the non face-to-face facility of EastWest Bank Credit Cards for Instalment.

Please download the EastWest Bank Cards Installment Application Form from this link: <https://tinyurl.com/icaghEastWestApplication>

Fill out all required fields then submit the form to businessoffice@icagh.edu.ph for processing.

- a. Cardholder's Name (First, Middle, & Last Name)
- b. EastWest Credit Card Number (first 6 digits and last 4 digits only)
- c. Installment Payment Term (3, 6, 9 or 12 months)
- d. Amount of Transaction
- e. Signature of Cardholder

Please allow up to four (4) banking days from the time the completely filled out application is received by ICA for the processing of applications. Note that the four (4) banking days will only hold true if Cardholder can be reached by EastWest for transaction validation.

ICA will notify the cardholder that the installment application was approved within the four (4) banking days.

****Please be reminded that ICA personnel will not contact you to confirm or ask for any additional information about your application for this MOTO facility.***

E. Delivery or Scheduled Pick Up of Student Materials

The following items may be scheduled for either delivery to your designated Delivery Address or may be scheduled for Pick Up at ICA:

1. Purchased Books and Supplies for SY 2020-2021
2. Books and other learning materials left by *Pre-Kindergarten to Grade 6 Students*. This will be done in coordination with the Grade School Student Well-Being Supervisor.

3. Documents like Report Card, Official Receipt/s of School Fees, and Guidance College Kits for the incoming Grade 12 students will be put in a sealed envelope.
4. Diplomas and Certificate of Honors for the graduating classes.

We humbly request for your patience on the scheduling of the deliveries to you, as we need to coordinate with multiple offices to hopefully send all of your daughters' things and documents to you altogether.

For Pick Up Option, our staff will coordinate with you on the schedule and safety procedures that will be followed.

Please note that after enrolment has been finalized, any additional purchases requested for delivery will be charged the appropriate fee.

Note: For things left behind by the High School Students, a separate notice will be released by the Department.

F. Important Reminders

Old Students:

Before the enrolment period, please settle any outstanding account. Please direct your queries to businessoffice@icagh.edu.ph .

New Students:

Ensure that required documents have been sent to registrar@icagh.edu.ph .

Always make sure that you are sending to or receiving from @icagh.edu.ph email accounts. We do not use personal accounts to communicate with you but designated email accounts from assigned services of the school.

Late enrolment (starting July 12, 2020) is subject to a surcharge of ₱500.00 per student.

Late payment of Semestral/Quarterly school fees will be subject to a surcharge of ₱500.00 **every Semester or Quarter**. Please refer to the 'Schedule of Fees' for the payment deadlines.