



GCC-PRES Memo No. 2021-07

To: GCC Parents / Guardians  
 From: Dr. Christine J. Tan, President  
 Subject: Online **RESERVATION** Procedure for **SY 2021-2022 & ADVANCE/EARLY ENROLLMENT DISCOUNT**  
 Date: April 26, 2021

**SUBJECT: RESERVATION PROCEDURE FOR S.Y. 2021-2022 & ADVANCE/EARLY ENROLLMENT DISCOUNT**

Greetings from Grace! We praise and thank God for His daily sustenance as we move towards the end of this unprecedented school year. Even as we prepare our students to fulfill year-end academic requirements, we also enjoy parents to plan ahead for the coming new school year.

**All students** who intend to enroll for **S.Y. 2021-2022** are **REQUIRED to RESERVE** in order to be assured of a slot. Due to government restrictions, GCC Accounting Office is temporarily not available to receive in-person reservation and advance/early payments.

- As such, **ALL RESERVATION FEE of Php5,000.00 per student** may only be paid through **BANK DEPOSIT** or **ONLINE BANK TRANSFER**.

**Parents may also choose to skip the RESERVATION option and directly ENROLL for SY 2021-2022 and avail of DISCOUNTS when PAID in FULL.**

- **FULL-YEAR PAYMENT PLAN:** For those who PAY in FULL from NOW until July 25, 2021, you may enjoy 4% - 3% - 2% DISCOUNTS— **(Please see Appendix A for Payment Amount)**

Dates	Activity	Discounts
Now - May 23, 2021	Reservation Period	Reservation fee: <b>Php5,000.00 / student.</b> ( <u>Non-refundable, non-transferable</u> but will be <b>credited toward the tuition fee</b> )
Now - May 23, 2021	Advance Enrollment	<b>4% Discount on Tuition &amp; Miscellaneous Fee (FULL PAYMENT)</b>
May 24- June 20, 2021	Early Enrollment	<b>3% Discount on Tuition &amp; Miscellaneous Fee (FULL PAYMENT)</b>
June 21- July 25, 2021	Enrollment Period	<b>2% Discount on Tuition &amp; Miscellaneous Fee (FULL PAYMENT)</b>

**Eligibility for Availing of Full-Year-Payment Discounts:**

- 1) Students should be **FULLY PAID for the current school year** and **WITHOUT remaining balances.**
- 2) Discount is applicable **only** to those who pay the **Full-Year Payment** amount during the dates specified in the table above
- 3) Amount of Tuition & Miscellaneous Fees to be paid should be based on the **assumption** that the student **PASSED** the current grade level ( SY 2020-2021) and is promoted to the next grade level.  
 However, **final** grade level for SY 2021-2022 will still be based on results of performance during SY 2020-2021 (including Summer remedial classes, if applicable).
- 4) In case a student is **RETAINED** at the same grade level, adjustments in payment will be collected/refunded accordingly.
- 5) For students with pending academic deficiencies/behavioral concerns, Reservation /Registration does **not** mean automatic acceptance or re-admission; cases will still be evaluated.
- 6) In case a student is advised to transfer for some reasons, Reservation / Registration Fee will be **FULLY REFUNDED**.
- 7) Full-Payment Discounts are **not** applicable in conjunction with other GCC Discounts/Scholarships/Tuition Fee Assistance granted **EXCEPT** Wisdom Award.

<b>August 24, 2021</b>	<b>Opening of Classes</b>	<b>Details will be issued in a separate Memo</b>
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Parents may still enroll in advance even without paying the Tuition & Miscellaneous fees in full.

- **HALF-YEAR PAYMENT PLAN:** If you choose this option, please follow the two (2) payment deadlines —

Dates	Activity
Now- July 25, 2021	<b>FIRST (1st) Half Payment</b>
December 1, 2021 – Jan 31, 2022	<b>SECOND (2nd) Half Payment</b>

- **INSTALLMENT PLAN:** As in the past, payment installment plans are available. For inquiries, you may email to <[accountsolutions@grace.gcc.edu.ph](mailto:accountsolutions@grace.gcc.edu.ph)>
- **SCHOLARSHIPS AND STUDENT ASSISTANCE:** These are available for eligible students upon request. For inquiries, you may email to <[osa@grace.gcc.edu.ph](mailto:osa@grace.gcc.edu.ph)>

**Please refer to Appendix B for Payment Instructions.** We look forward to receive your reservation/registration to enable us to prepare for the new school year.

Spread the word! APPLICATION for NEW Students at ALL levels is ONGOING and is FULLY ONLINE. Log on to <https://www.gcc.edu.ph/onlineapplication> for details. **Accepted New Students are also eligible to avail of the Advance & Early Enrollment Discount.** Invite your friends and relatives to be part of the GCC Family! May God bless you & your family!

Sincerely,  
(SGD)  
Dr. Christine J. Tan  
President, Grace Christian College

Attachments:  
Appendix A- Payment Amount (page 3)  
Appendix B – Payment Instructions (page 4)

**APPENDIX A- Payment Amount**

<b>Grade Level SY 2021-2022</b>	<b>Tuition &amp; Miscellaneous Fee (No Increase)</b>	<b>4% Discount Advance Enrollment ( Now- May 23, 2021)</b>	<b>3% Discount Early Enrollment (May 24, 2021 – June 20, 2021)</b>	<b>2% Discount Enrollment Period (June 21, 2021- July 25, 2021)</b>
Toddler	<b>104,166.00</b>	4,167.00	3,125.00	2,084.00
Nursery	<b>94,026.00</b>	3,762.00	2,821.00	1,881.00
Preparatory	<b>90,081.00</b>	3,604.00	2,703.00	1,802.00
Kindergarten	<b>91,714.00</b>	3,669.00	2,752.00	1,835.00
Grade 1	<b>102,841.00</b>	4,114.00	3,086.00	2,057.00
Grade 2	<b>96,782.00</b>	3,872.00	2,904.00	1,936.00
Grade 3	<b>96,952.00</b>	3,879.00	2,909.00	1,940.00
Grade 4	<b>96,470.00</b>	3,859.00	2,895.00	1,930.00
Grade 5	<b>96,324.00</b>	3,853.00	2,890.00	1,927.00
Grade 6	<b>96,324.00</b>	3,853.00	2,890.00	1,927.00
Grade 7	<b>131,073.00</b>	5,243.00	3,933.00	2,622.00
Grade 8	<b>125,109.00</b>	5,005.00	3,754.00	2,503.00
Grade 9	<b>125,414.00</b>	5,017.00	3,763.00	2,509.00
Grade 10	<b>125,223.00</b>	5,009.00	3,757.00	2,505.00
Grade 11	<b>129,231.00</b>	5,170.00	3,877.00	2,585.00
Grade 12	<b>129,077.00</b>	5,164.00	3,873.00	2,582.00

## **APPENDIX B – Payment Instructions**

### **I. Any BPI branch (Bank of the Philippine Island and NOT BPI Family Bank):**

A. If you do not have an account with BPI, you may simply pay over the counter

- Account No. 3241-0161-95
- Account Name: Grace Christian College, Inc.
- Policy/Plan/Reference Number: Student Number
- Policy/Plan Holder's Name: Student's Name
- For Check Deposit please use SEPARATE check for EACH Student

B. If you are a BPI Express Teller account holder, you may pay through ATM, Express Phone or Express Online Banking.

### **II. Any BDO (Banco De Oro) Branch:**

A. If you have a BDO account, you may pay through the following:

- If you are enrolled in BDO Online or Mobile Banking –
  - You may do online transfer using the Send Money option to other BDO Account
  - Under the remarks portion, indicate the Student Name and Number
  - Save a screenshot of your payment
- If you are not enrolled in BDO Online/Mobile Banking, you may deposit over the counter at any BDO branch or request for fund transfer with your branch of account.
  - Account No. 001368030027 (NOTE: Updated Account No.)
  - Account Name: Grace Christian College, Inc.
  - Indicate Reference Number: Student Number
  - Indicate Student's Name: Student's Name
  - For Check Deposit please use SEPARATE check for EACH Student

B. If you do not have a BDO account, you may do the following:

- Deposit over the counter at any BDO branch indicating the following details:
  - Account No. 001368030027 (NOTE: Updated Account No.)
  - Account Name: Grace Christian College, Inc.
  - Indicate Reference Number: Student Number
  - Indicate Student's Name: Student's Name
  - For Check Deposit please use SEPARATE check for EACH Student

III. After RESERVATION OR TUITION & MISCELLANEOUS FEES has/have been paid, please send / upload the digital file / soft copy of your deposit slip (or other proof of payment) through the school email address:

- School e-mail address: <[accounting@grace.gcc.edu.ph](mailto:accounting@grace.gcc.edu.ph)>
- Indicate in the Subject Heading:
  - **RESERVATION for (Student Number and Student's Complete Name) OR**
  - **REGISTRATION for (Student Number and Student's Complete Name)**
- Your Payment will be verified approximately 5 working days from posting (due to the current COVID-19 situation, this may take a little longer).
- **IMPORTANT:** For your own file and protection, we suggest you keep your Receipt (hard copy & soft copy).