

ASSUMPTION COLLEGE - SAN LORENZO**Frequently Asked Questions/ FAQs on Finance, etc.****June 21, 2020**

Note: Updates of this document will be posted as other questions come to our attention.

1. When is the online enrollment period?

For new students, enrollment is on June 22

For returning students/old students, enrollment is from June 23 - July 3

2. Is Assumption giving installment options this year?

All payment plans are available. For SY 2020-21, we switched to a Semestral mode, allowing for possible blended learning in the Second Semester.

The Student Portal will show the following payment plans for the First Semester:

Plan A: full payment of Tuition and other Fees upon enrollment

Plan B: 2 installments - upon enrollment and October

Plan C: 3 installments - upon enrollment, September and November

Plan D: 5 installments - upon enrollment, September, October, November and December

The installments are not equal since the Other Miscellaneous and Depository Fees are paid at the start of the Semester. Only the Tuition Fee is paid in installments.

In previous years, an Installment Fee was charged. This year, there will be no Installment Fee.

3. Can we pay for First and Second Semester upon enrollment?

Yes. Although the system will only assess for the First Semester, parents who wish to pay for the entire school year may do so. Kindly communicate with the Finance Office at finance@assumption.edu.ph or gchavez@assumption.edu.ph

4. How may we know the breakdown of Fees?

Tuition, Other, Miscellaneous and Depository Fees can be viewed at the Student's Portal under '**Schedule of Fees**' starting June 11 <https://portal.assumption.edu.ph>

5. How do I access the student portal?

Log in to AC Student Portal <https://portal.assumption.edu.ph>

Sign in using your daughter's ID number and Password. For new students, input your temporary account number and password.

For assistance, please contact the Record's Office at 0956.261.7985

6. Why is there no decrease in Tuition Fees?

All stakeholders approved an increase of 4% in Tuition Fees before ECQ. The school decided not to implement this approved increase due to the pandemic.

7. Why is the school still charging miscellaneous and other fees?

Most miscellaneous and other fees have been removed for this school year, and the remaining fees on the schedule have been significantly reduced. EduTech Fee and Learning Materials are needed for distance learning programs and the production of instructional materials. Energy Fee is charged but with a significant reduction because the Faculty will still be in the campus, and all new instructional materials will be produced in the campus.

8. Why are some fees divided by semester?

Since our mode of learning for the first semester is fully online, fees are less than the second semester which may possibly be blended learning (a combination of online and in-campus learning) when it is already safe to do so.

9. Is the Reservation Fee part of Tuition Fee?

Yes, Reservation Fee is credited to Tuition.

10. Can we ask for Reservation Fee refund

It is standard policy that reservation fee is non-refundable and non-transferable.

11. What are the available modes of payment?

The following payment options are available from the Payment page of the Portal:

BPI Online

G Cash

Over the Counter Payments (SM Bills, Cebuana Lhuillier, 7-Eleven, BDO, PNB, UCPB)

Online Bills Payment (BDO, PNB, Security Bank, UCPB)

BancNet

PayPal (Visa, Mastercard)

Coins

Paymaya

UBP Online

Please note:

Account Name: **ASSUMPTION COLLEGE INC**

Account Number

BPI : 1811-0007-16

Metrobank: 642-3-64207754-7

Union Bank: 101720009530

Reference Number: **Student ID Number**

12. Can we pay fees with Citi Pay All?

No, although you may have received a text message from Citibank with this offer, Assumption College does not have an agreement with Citibank.

13. Can we pay on campus?

As DepEd discourages onsite enrollment, please wait for further instructions as we study this option.

14. If we have an outstanding balance for SY 19-20, will we be allowed to enroll our daughter for SY 20-21?

During ECQ, Assumption lifted all deadlines and removed all penalties and surcharges. Those with outstanding balances should communicate with the Finance Office (finance@assumption.edu.ph / gchavez@assumption.edu.ph) to agree upon a schedule of payment, which will make up their Promissory Note. Enrollment may proceed with a Promissory Note.

15. How do we buy books and supplies?

The Bookstore will be ready to release books and school supplies starting July 20. Instructions on the pick up will be given on July 15.

New instructional material produced and printed on campus will be available starting August.

16. How do we buy uniforms?

Students are not required to wear uniforms this school year.

17. To whom and how do we pay other balances aside from tuition fee (Bazaar Tickets- AAA, Dorm, Commons, Family Council, METTA etc.)?

AAA and Family Council will collect for tickets they issued.

Dorm and Metta Fees will be collected by the Finance Office. Please email proof of payment (finance@assumption.edu.ph) for proper recording

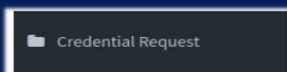
18. How do I request for credential/s online?

BASIC EDUCATION ONLINE CREDENTIAL REQUEST PROCEDURE

Step 1: Go to <https://portal.assumption.edu.ph>

Step 2: Log in using your daughter's ID number and password

Step 3: Click Credential Request



Step 4: Fill out the necessary information then select document by clicking the number of copy/copies.

Table of fees	
Transcript of Records	Php 120.00
Certified True Copy of Last Report Card	Php 75.00
Last Diploma	Php 100.00
Certificates	
Diploma	Php 75.00
Graduation	Php 75.00
Medium of Instruction	Php 75.00
Certificate of Good Moral	Php 100.00
Others	
College Application	Php 60.00
Certified True Copy of Report Card	Php 25.00
Subject List	Php 120.00
Other Request	Php 120.00

Step 5: Click "Submit Request Form" button

Step 6: Pay the total amount indicated through any of the following:

Payment options:	Old Students	New Students
<input checked="" type="radio"/> BPI: 1811-0005-54 Reference number: Student ID	✓	✗
<input checked="" type="radio"/> BPI: 1811-0007-16 Metrobank: 642-3-64207754-7	✓	✓
<input checked="" type="radio"/> GCASH transfer to: BPI: 1811-0007-16	✓	✓
<input checked="" type="radio"/> UNION BANK: 101720009530 Account Name: ASSUMPTION COLLEGE, INC	✓	✓

Please email proof of payment to Finance Office with email subject: BED Records Request (specify type of document/s) and send to (finance@assumption.edu.ph, gchavez@assumption.edu.ph) and cc: acmakatibedrecords@assumption.edu.ph

Please be guided by the following:

1. Processing of documents will start after payment has been made. Depending on the type of credential, processing may take 10 working days especially for TOR (Transcript of Records) as the Registrar's Office is not yet fully operational and staff are still catching up on previous requests.
2. Check the status of your request by logging in to your account.
3. Releasing of document is by scheduled pick-up following health and safety protocols.

For inquiries or assistance, kindly send a message at acmakatibedrecords@assumption.edu.ph

or call/text [09562617985](tel:09562617985)