



SOUTH CITY HOMES ACADEMY

Tagbilaran St. South City Homes, Sto. Tomas, Biñan City, Laguna

LRN: **School Year: 2020-2021**
Name: **Grade:**

Last Name
First Name
Middle Name

Birthdate: **Birthplace:** **Gender:**
Complete Address: **No. of Siblings:**

Previous School: **School Type:**

Guardian/Mother/Father 1: **Occupation:**

Last Name
First Name
Middle Name

Guardian/Mother/Father 2: **Occupation:**

Last Name
First Name
Middle Name

Contact No.: **Monthly Family Income:**

Siblings enrolled in SCHA

	Name	Grade Level
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>

I promise to pay my account in accordance with the terms and conditions of SCHA. I understand that no records will be released by SCHA unless accounts are fully settled.

 Parent or Guardian
 Signature over Printed Name

NOTE: Kindly attach receipt/s if payment is done through bank.

(This form is only valid once payment is settled.)

(A) Clearing Outstanding Balance Procedure for Old Learners

To parents and guardians who will choose the non face-to-face payment for the learner's remaining balance from last school year, kindly follow the steps below.

- (1) Inquire for the outstanding balance of the learner from the school accountant by sending a message to the Gmail address: merlinda_jose@scha.ph.education
- (2) To pay the learner's outstanding balance, visit the nearest Asia United Bank (AUB) and select 'Pay Bills' for South City Homes Academy; or
- (3) Visit the nearest Bank of the Philippine Islands (BPI) and deposit your payment via CA# 2641-0026-64.
- (4) You may also pay through AUB and/or BPI's mobile application if available.
- (5) Scan the deposit slip/payment slip and send it to the school accountant's Gmail address to officially clear the learner's account.

(B) Online Enrollment Procedure

- (1) For old learners, clear remaining balance from last school year by following **Procedure A** on Clearing Outstanding Balance for Old Learners.
- (2) View and choose your Payment Plan for the school year by sending an inquiry to the school accountant's Gmail address: merlinda_jose@scha.ph.education
- (3) Fill out completely the Registration Form.
- (4) To pay the school fees based on the payment plan chosen, visit the nearest Asia United Bank (AUB) and select 'Pay Bills' for South City Homes Academy; or
- (5) Visit the nearest Bank of the Philippine Islands (BPI) and deposit your payment via CA# 2641-0026-64.
- (6) You may also pay through AUB and/or BPI's mobile application if available.
- (7) Scan the deposit slip/payment slip and send it to the school accountant's Gmail address with the accomplished Registration Form of the learner.