



GCC-PRES Memo No. 2020-07

To: GCC Parents / Guardians  
 From: Dr. Christine J. Tan, President  
 Subject: Online **REGISTRATION** Procedure for SY 2020-2021  
 Date: July 3, 2020

It's **REGISTRATION** time for **School Year 2020-2021!** We look forward to having your child/children joining us for this School Year.

Due to the Covid-19 pandemic situation, the Registration process is **entirely Online**. If any questions, please send e-mail to < [payment@gcc.edu.ph](mailto:payment@gcc.edu.ph) >

**Following is a step-by-step procedure for you to Register your child/children—**

**[STEP 1: CHOOSE A PAYMENT PLAN](#)**

➤ **FULL-YEAR PAYMENT PLAN**: For those who PAY in FULL from July 7 to August 15, 2020, you may enjoy 4% - 3% - 2% DISCOUNTS (as per Schedule BELOW)—

Dates	Activity	Full-Year-Payment Discounts
June 15, 2020 onwards	Reservation Period	<i>Reservation Fee</i> : Php 5,000.00 per student (Non-refundable, non-transferable, but credited towards Tuition Fee)
July 7-20, 2020	Registration Period <b>A</b>	<b>4%</b> Discount on Tuition & Miscellaneous Fee
July 21-Aug 3, 2020	Registration Period <b>B</b>	<b>3%</b> Discount on Tuition & Miscellaneous Fee
August 4-15, 2020	Registration Period <b>C</b>	<b>2%</b> Discount on Tuition & Miscellaneous Fee

**(NOTE: This is the “PAYMENT MODE: FULL PLAN” option indicated in the Assessment Form.)**

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

- 1) Without Remaining Balances from SY 2019-2020
- 2) Applicable **only** for those who pay the **Full-Year Payment** amount during the Registration Period specified in Table (Above)
- 3) Current Assessment of Tuition & Miscellaneous Fees is based on the **assumption** that the student **PASSED** the current grade level (in SY 2019-2020) and is promoted to the next grade level.  
 However, **final** grade level for SY 2020-2021 will still be based on results of performance during SY 2019-2020 (including Summer remedial classes, if needed).
- 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.

➤ **HALF-YEAR PAYMENT PLAN:** If you choose this option, please follow Registration & two (2) payment deadlines (as per Table BELOW)—

<b>Dates</b>	<b>Activity</b>
June 15, 2020 onwards	<i>Reservation Fee:</i> Php 5,000.00 per student (Non-refundable, non-transferable, but credited towards Tuition Fee)
July 7 – August 15, 2020	<b>FIRST (1st) Half Payment</b>
December 1, 2020 – Jan 31, 2021	<b>SECOND (2nd) Half Payment</b>

The basis of payment is the “**Net Total Fees by Student (for the year)**” (on the Assessment Form).

**(NOTE: This is the “PAYMENT MODE: SEMESTRAL PLAN” option indicated in the Assessment Form.)**

➤ **INSTALLMENT PLAN:** As in the past, payment installment plans are available. For inquiries, you may email to < [accountsolutions@gcc.edu.ph](mailto:accountsolutions@gcc.edu.ph) >

## [STEP 2: DOWNLOAD YOUR CHILD’S “ASSESSMENT FORM” FOR SY 2020-2021 VIA STUDENT ONLINE PORTAL](#)

ASSESSMENT FORMS may be viewed from the school’s Online Student Portal <<https://mygrace.gcc.edu.ph>> .

**To access your Assessment Form for SY 2020-2021, please follow these PROCEDURES:**

- 1) From any internet browser (e.g., Google Chrome, Mozilla Firefox, etc.), go to the URL and type < <https://mygrace.gcc.edu.ph> >
- 2) Log in using your STUDENT NUMBER as the Username.
- 3) Default Password is the Student’s BIRTHDAY in the format of **[MMDDYYYY]** (e.g., 07052010)
- 4) Once in, Click on the “PAYMENTS” tab
- 5) Click on the button “Download Assessment (SY 2020-2021)”
- 6) Open the downloaded Assessment Form (in PDF format)

If you are unable to access your child’s Assessment Form, please send e-mail to < [payment@gcc.edu.ph](mailto:payment@gcc.edu.ph) >

## STEP 3: DETERMINE THE AMOUNT TO BE PAID

Assessment Form will show the **AMOUNT** each student **NEEDS TO PAY** after adding or subtracting balances & advance/over payments including, but not limited to:

A. **“Less Subsidy”** – Tuition Fee Assistance (TFA), Various Scholarships offered by GCC

*NOTE: If applicable, these are still In-Process.*

B. **“Less Old Refund”/ “Plus Old Account”** –

- This item (on Assessment Form) already-reflects the GCC-promised DISCOUNT in the amount of 15% of the 3rd Grading Period Miscellaneous fees for SY 2019-2020. (This promised Discount is applicable only to SY 2019-2020-enrolled GCC students.)
- This category would also reflect any Overpayments or Balances (if applicable).

C. **“Less Advance Payment”** –

- This item (on Assessment Form) reflects the Php 5,000 RESERVATION FEE (if this was already paid for the student).

**NOTE:** Only those students whose Proof of Payment (for Reservation Fee) were submitted *on or before June 25, 2020* have this reflected in the Assessment Form.

If any discrepancies, please re-email your Proof of Payment (Reservation Fee) to < [payment@gcc.edu.ph](mailto:payment@gcc.edu.ph) >

D. **“Less Tuition and Fees Payments”** – Wisdom Award, Association Assistance, etc.

E. **Amount in the Assessment Form DOES NOT include the Full-Year Payment DISCOUNT.**

Should you wish to avail of the Full-Year-Payment Discount (following the qualifications given in the “ELIGIBILITY” section on page 1), please DEDUCT from your “NET TOTAL FEES” (in the Assessment Form) the following **Discount** corresponding to the Registration Period—

Grade Level SY 2020-2021	<b>Adjusted Fees: (No Tuition Increase &amp; Reduced Misc. Fees)</b>	<b>4% Discount</b> Registration Period A (July 7-20, 2020)	<b>3% Discount</b> Registration Period B (July 21- Aug 3, 2020)	<b>2% Discount</b> Registration Period C (August 4-15, 2020)
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

## STEP 4: MAKE THE PAYMENT TO GCC's BANK ACCOUNT (Several Options available)

ALL TUITION & MISCELLANEOUS FEES may be paid through **BANK DEPOSIT** or **ONLINE BANK TRANSFER**. (Due to the quarantine restrictions, GCC Accounting Office is **temporarily not available** for receiving **in-person registration** payments.)

### **Partner Banks:**

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

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

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

- **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. **001368029665**
      - 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
  - **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. **001368029665**
      - 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
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[STEP 5: SEND PROOF-OF-PAYMENT TO GCC](#)  
(2 Options Available)

After **REGISTRATION FEES** have been *paid*, please send / upload the digital file / soft copy of your deposit slip (or other proof of payment) through any of the following:

**1. School e-mail address < payment@gcc.edu.ph >**

- Indicate in the Subject Heading: **REGISTRATION for (Student Number and Student's Complete Name)**

**2. The NEW GCC Student Online Portal:**

- From any internet browser (e.g., Google Chrome, Mozilla Firefox, etc.), go to the URL and type < **https://mygrace.gcc.edu.ph** >
- Log in using your STUDENT NUMBER as the Username.
- Default Password is the Student's BIRTHDAY in the form of **MMDDYYYY** (e.g., 07052010)
- Once in, **FOLLOW these instructions to upload Proof of Payment:**

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- Click on the "PAYMENTS" tab
  - Click "NEW"
  - Click "Transaction Date" (choose the Transaction Date)
  - Click "Payment Type" (choose "Tuition & Miscellaneous Fees SY 2020-2021")
  - Fill in the Transaction Code (type the Bank Reference Number)
  - Click "Payment Mode" (choose Cash, Check, or Bank Transfer)
  - Click "Bank Details" (choose BPI or BDO)
  - Fill in the Amount Paid (\_\_\_\_\_Php)
  - Upload your file (**Very Important Step**)
    - a. Click on BROWSE, then
    - b. Select your file [Proof of Payment]
  - Click "SAVE" (**Very Important Step**)
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- 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).

*Since this is a special year, there will be slight changes....*

- Students need not wear School Uniforms during online classes.
- Requirements for Textbooks & Workbooks will be provided in a separate memo.
- Likewise, School Supplies List will be provided for parents to prepare or purchase from any source.
- During the online learning period, official GCC Notebooks are not required.
- Other matters will be communicated from time to time as necessary.

Sincerely,  
(SGD)

Dr. Christine J. Tan  
President, Grace Christian College