

# MODES OF PAYMENT

Please see below the general guidelines for the Payment Options:

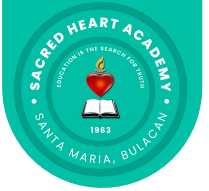


## I. Student Account Payment Channels & Other Important Reminders

Payment Channel	Transactions Allowed	Submission & Verification of Proof of Payment (POP)	Processing Period
1. School Cashier	Any Student Account Transactions (Tuition, Textbooks, E-books, Grad Fee, Forms, Uniform, and others)	Not Applicable	Immediate
2. Deposit to Metrobank Account: Sacred Heart Academy #156-7-156-526920		Submit POP to shafinance63@gmail.com with the email subject: <b>"STUDENT SURNAME, FIRST NAME, MIDDLE INITIAL - TRANSACTION TYPE"</b> and wait for the email from SHA Finance regarding payment verification/confirmation  (ex: DELA CRUZ, JOSE C. - SY 2021-2022 ENROLLMENT DOWNPAYMENT)	Verification period: <b>3 business days</b>
3. Deposit to PS Bank Account: Sacred Heart Academy #069402000025			<b>*No POP submission and verification is considered no payment or not paid</b>

### Other Important Requirements:

- a) All payments made through the bank account of the School will take at least **3 business days** to process and to be credited to your student account. To reach payment deadlines, please pay thru the bank and send the POP ahead of time. For immediate transactions, you may pay thru the school cashier.
- b) **FOR GCASH PAYMENTS:**
  - Only Transactions directly to the school's Metrobank Account or PS Bank Accounts will be permitted.
  - The "Send Receipt to" portion **must** reflect the email address of the Parent or the Student.
  - The POP from GCash will then be submitted by the Parent or Student to SHA Finance's email.
- c) **STRICTLY: No POP Submission and Verification is considered No Payment or Not Paid**
- d) The POP must reflect the following:
  - School's Bank Account Name and Number
  - Bank or Service Provider's confirmation on the Successful Payment or Transaction
  - POP Reference or Transaction number
  - Date and Time of the transaction
  - Other important details
- e) Examples of POPs: Bank Deposit Slips, GCash Transaction Receipt, Online Bank Application Transaction Receipt, and the like.
- f) **SHA Finance has the right to reject or request another POP if necessary for payment verification purposes.**



Please see below the general guidelines for the Payment Deadlines, Exam Permit, and Promissory Note:

## II. Payment Deadlines During Examination Period & Exam Permit Issuance:

Online Examinations will be conducted every grading period or every month. Student Accounts must be up-to-date **a day before the online examinations**. Late payees will take the online examinations a day after they have settled their monthly balance. Please see the sample payment and exam schedule below:

Payment Mode	Schedule of Exam
Through School Cashier	One day after Payment is received by the School Cashier
Through Deposit to Bank Account	One day after Payment is <b>VERIFIED</b> by SHA Finance (email)

Exam Permits of students with updated accounts will be forwarded to their advisors by the school cashier 1 business day before the online examination. This is to provide sufficient time to the advisors to grant access to these students on the Learning Management System before the scheduled online examination the next day. Exam Permits of late payees will be forwarded to the advisors a day after payment is received by the school cashier or a day after the payment is verified by SHA Finance (via email). Late Payees will still receive all examinations.

## III. Approval of Promissory Note (PN)

Request for Approval of PN from the VP of Finance must be done physically by the Parents and Guardians only and a day before the online examination of the student. If any late requests are approved by the VP of Finance, the student will be scheduled to have the online examination a day after the approval of the PN. Please see the sample payment and exam schedule below:

Approval Date	Schedule of Exam
August 29, Thursday	August 30, Friday
August 30, Friday	September 3, Monday

PN may be availed 1 week before the scheduled examination. Additional PN may be requested only after the previous PN is settled. PN is available until December 2021

## IV. Effectivity Period

The policies and reminders in this memo will be effective starting 03 June 2021 together with its supplementary memorandums, if any.