



宿务亚典耀圣心学校

Sacred Heart School - Ateneo de Cebu
H. Abellana St., Mandaue City

Dear Parents and Guardians,

Pax Christil!

We thank you for the support you have given us this past school year as we rolled out Ateneo HEARTER Online 2.0. We truly appreciate your patience and understanding.

In our communication at the start of the school year, we promised that certain fees would be refunded to you should we not proceed with blended learning. For students returning next school year, we will credit the fees to the student's account for school year 2022-2023.

For students not returning, you have the following options:

- A. Credit the fees to SY 2022-2023 to a younger sibling still enrolled
- B. Pick up the check of the refunded fees from the Accounting Office not earlier than September 30, 2022
- C. Donate the fees to the Scholarship Fund

Below are those fees:

FEES FOR REFUND (SY 2022-2023)

	Medical/Dental Fee	Athletics Fee	Laboratory Fee	Total Refund
N1	410	200	-	610
N2	379	200	-	579
KINDER	379	200	-	579
G1	349	1,603	-	1,952
G2	349	1,603	-	1,952
G3	338	1,545	914	2,797
G4	338	1,545	914	2,797
G5	435	1,599	1,253	3,287
G6	435	1,599	1,253	3,287
G7	521	1,636	1,924	4,081
G8	521	1,636	1,924	4,081
G9	499	1,572	2,307	4,378
G10	499	1,572	2,307	4,378
G11 STEM	510	1,604	1,650	3,764
G11 ABM/HUMSS	510	1,604	2,354	4,468
G12 STEM	510	1,604	1,650	3,764
G12 ABM/HUMSS	510	1,604	2,354	4,468

Note:

- 1. Medical/Dental Fee and Athletics Fee - 100% refund
- 2. Laboratory Fee - Grade 3 to Grade 10, Grade 11 & 12 (ABM/HUMSS) - 100% refund
- Grade 11 & 12 (STEM) - 70% refund

You can let us know your option by emailing at accounting@shs-adc.edu.ph no later than July 31, 2022.

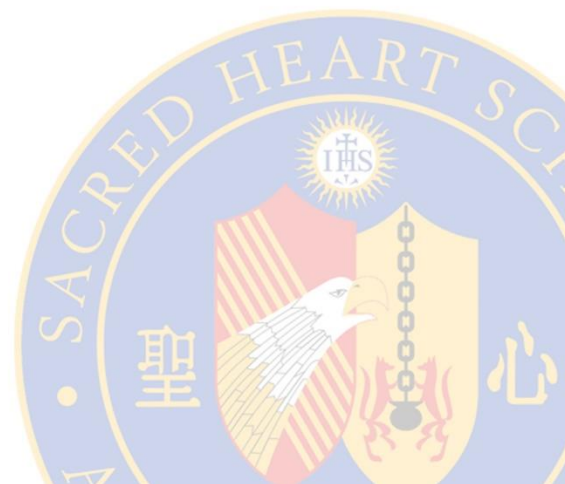
Prayers promised. God bless and protect us all.

Sincerely,

(SGD) Mrs. Lilibeth Chu
Treasurer

Noted:

(SGD) Fr. Michael I. Pineda, S.J.
President



ONLINE ENROLLMENT PROCESS

宿务亚典耀圣心学校
Sacred Heart School - Ateneo de Cebu



*Deo Gratias! Welcome to **SHS-AdC Online!***

Please take note of the following steps for online enrollment:

STEP 1

- Register for an official **SHS-AdC Online** account.
*Note: For those with an existing SHS-AdC Online Account, Proceed to **STEP 3***

STEP 2

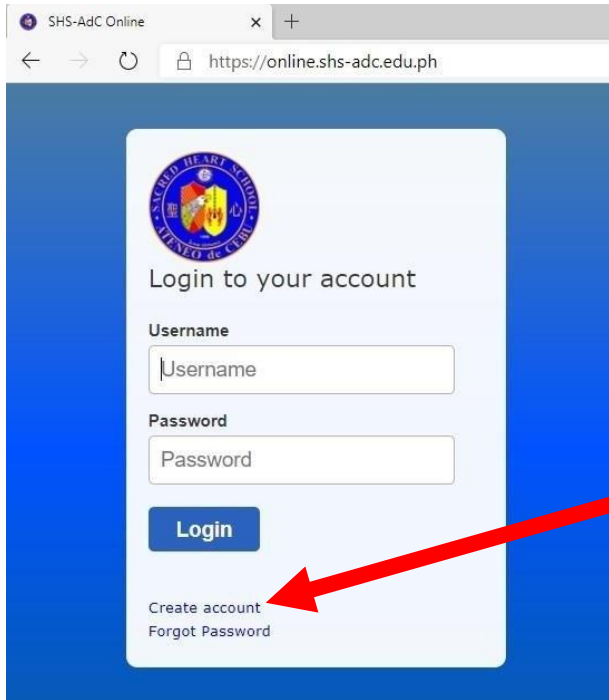
- Sign in to your official **SHS-AdC Online** account, and check and confirm the following:
 - a. Family profile
 - b. Child's profile

STEP 3

- Click on the Enrollment button to view child's Enrollment Assessment.
- Select your preferred Payment Scheme using the dropdown menu.
- View your Account Summary and Payment Options under Financial Information.
- Upload your Proof of Payment.

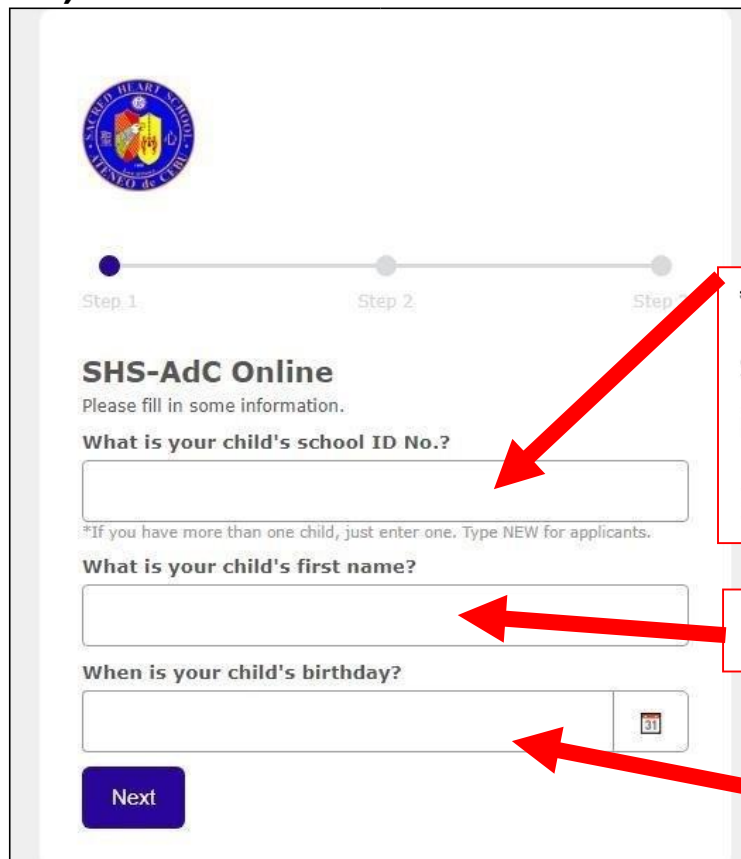
Step 1: REGISTER for your SHS-AdC Online Account.

1.1) Access the SHS-AdC Online site at <https://online.shs-adc.edu.ph>



Click Create Account

1.2) Fill out student information



This can be found in your child's school ID, Report Card or SHS-AdC issued Official Receipts (O.R.)

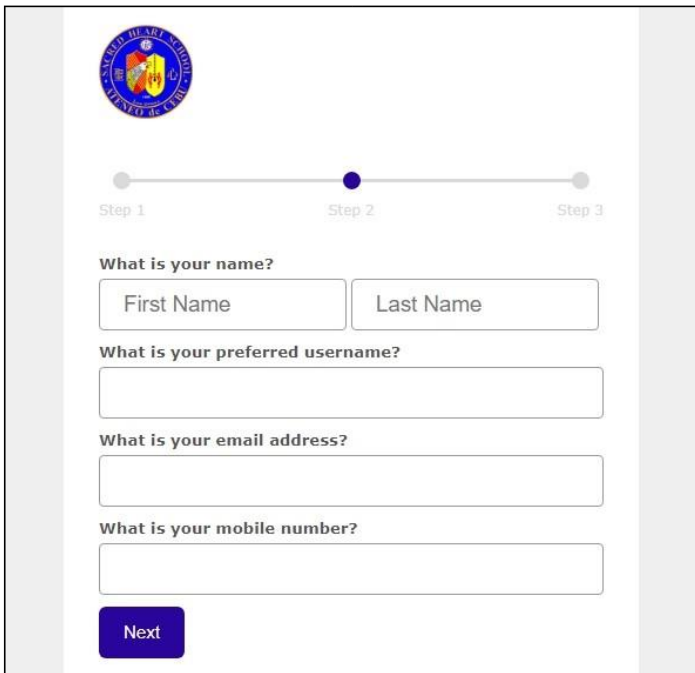
Enter the word NEW if your child is an

Enter the child's complete first name

Select the YEAR, MONTH and DAY

Continue with NEXT

1.3) Complete your other information

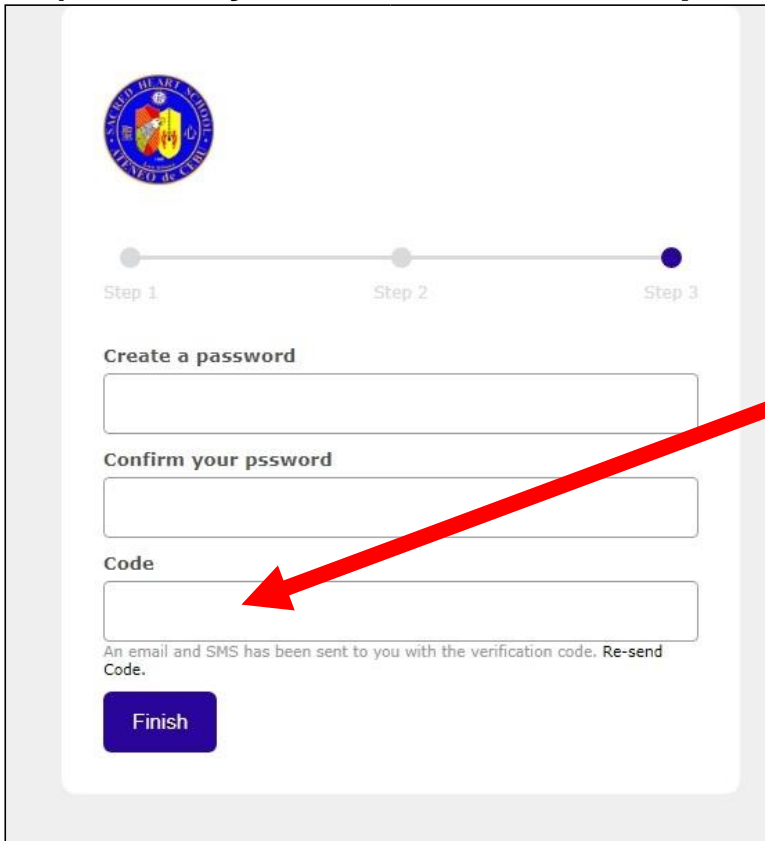


The image shows the second step of the SHS-AdC Online Account creation process. At the top left is the SHS-AdC logo. Below it is a progress bar with three steps: Step 1, Step 2 (currently active), and Step 3. The main content area contains the following fields and labels:

- What is your name?**: Two input fields for "First Name" and "Last Name".
- What is your preferred username?**: A single input field.
- What is your email address?**: A single input field.
- What is your mobile number?**: A single input field.
- Next**: A blue button at the bottom left.

Continue with NEXT and wait for an email or SMS for the Verification Code.

1.4) Create your SHS-AdC Online password.



The image shows the third step of the SHS-AdC Online Account creation process. At the top left is the SHS-AdC logo. Below it is a progress bar with three steps: Step 1, Step 2, and Step 3 (currently active). The main content area contains the following fields and labels:


- Create a password**: A single input field.
- Confirm your password**: A single input field.
- Code**: A single input field.
- Finish**: A blue button at the bottom left.

Below the "Code" field, there is a message: "An email and SMS has been sent to you with the verification code. Re-send Code."

Enter verification code sent through your mobile phone or email

Step 2: FAMILY PROFILE and CHILD'S PROFILE

2.1) Login to your SHS-AdC Online Account



Login to your account


Username

Password

Login

[Register Now](#)
[Forgot Password](#)

2.2) Indicate your relationship with the child.




How are you related to Jem Horacio ?

I am the **Father**

Father
Mother
 Guardian

2.3) Fill out profiles for the **Father**, the **Mother**, and the **Guardian** (if applicable).



Family Profile

[Father](#) [Mother](#) [Guardian](#) [Home Address](#) [Other Information](#)

Family Profile

[Father](#) [Mother](#) [Guardian](#) [Home Address](#) [Other Information](#)

Salutation

First Name*

Middle Name*

Last Name*

Qualifier/Suffix

Birthdate*

Alumnus ☐

Yes ☐ **Batch:**

Speaks Chinese at Home? ☐

Sometimes ☐ **Chinese Dialect Spoken**

Citizenship

2nd Citizenship

Religion

Occupation

Company

Email

Office Address

Contacts

	Country Code	Area Code	Number	Ext.
Landline	63			
Mobile		917		

Save

Click SAVE

2.4) Fill out **Home Address** details and **Other Information**

Family Profile

Father Mother Guardian Home Address Other Information

House/Room #
 Building/Apartment*
 Street*
 Village*
 Barangay

City / Municipality
 State / Province*
 Country*
 Zip Code*

Contacts
 Landline Country Code Area Code Number Ext. +

Save

Click SAVE

2.5) From the Dashboard, select a child and fill out the **Child's Profile**.



Child's Profile

Dashboard Child's Profile Enrollment Inbox

First Name*
 Middle Name*
 Last Name*
 Qualifier/Suffix (Jr., Sr., III, etc.)
 Birthdate*
 Sex*
 Place of Birth*

Citizenship*
 2nd Citizenship
 Religion*
 Living_with*
 Handedness*
 Incoming*

Save

Click SAVE

Last Name*
 Qualifier/Suffix (Jr., Sr., III, etc.)
 Birthdate*
 Sex*
 Place of Birth*

Religion
 Living_with*
 Handedness*
 Incoming*

Please upload the following documents:
 Click on the folder or document to upload
 Latest Visa: SRRV/SIRV/9G/47a/9a

I agree to submit complete requirements to Sacred Heart School-Ateneo de Cebu for filing SSP at Bureau of Immigration.

Save

For Applicants and Foreign Students, you may upload scanned copies of the required documents by clicking on the folder or document.

Step 3: Assessment and Financial Information

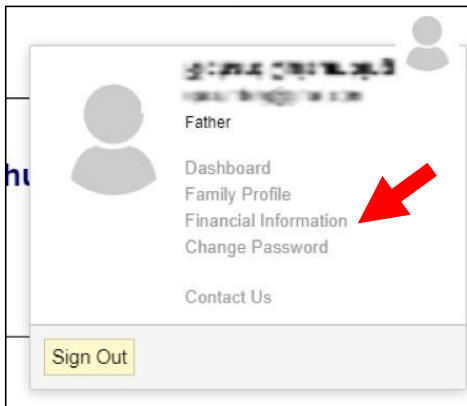
3.1) From the Dashboard, select a child and click on **Enrollment**.



* Term (3 Payments) for EEd to Grade 10; Semestral (2 Payments) for Grade 11 and Grade 12

If you have more than one child, click on [Dashboard](#) and select the next child to enroll (refer back to Step 2.5 up to Step 3.2).





3.3) View the **Account Summary** of all Children

Financial Information	
Dashboard	Account Summary
Account Balance:	11,173.00
Account Fees:	8,861.00
PTA (per family):	400.00
Total Upon Enrollment:	20,434.00

3.4) Click on **Payment Options** to view all possible ways to pay your Tuition/Miscellaneous Fees.

Financial Information

Dashboard
Account Summary
Payment Options
Attachments

You may settle your account/s through Over-the-Counter or ATM deposit, using Mobile Banking Apps or using e-money Apps (PayMaya, GCash, etc.) through InstaPay or PesoNet

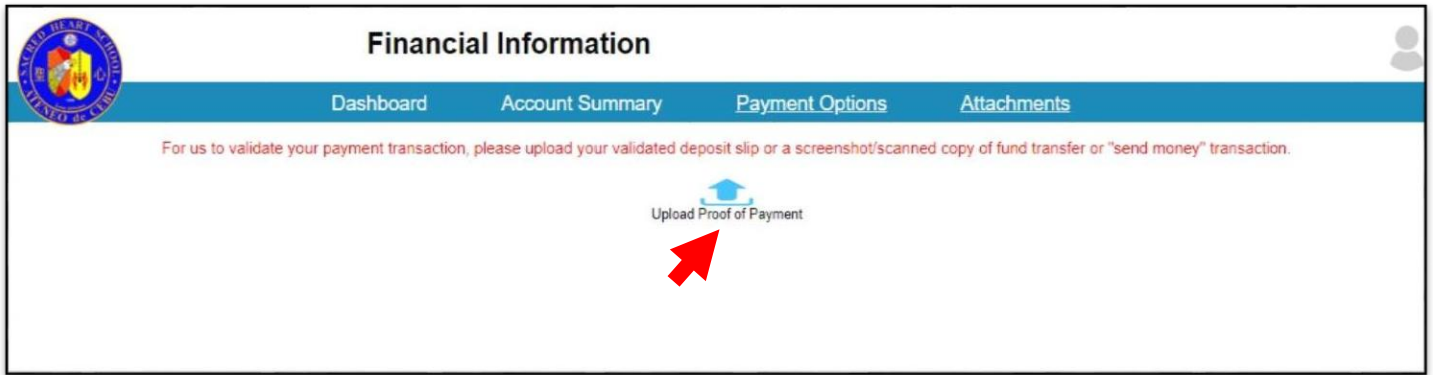
Metropolitan Bank and Trust Company (MBTC)
Account Name: Sacred Heart School - Ateneo de Cebu
Account Number: 351-3-35150566-5

We have a biller account with Metrobank, please use bills payment instead of a regular deposit slip.

Banco de Oro (BDO)
Account Name: Sacred Heart School - Ateneo de Cebu
Account Number: 002510002631

We will soon accept credit/debit card payments (in-campus and online).
We expect to have the credit/debit card facility to be ready by **July 15, 2020**.

3.5) Click on **Attachments** to upload Proof of Payment (e.g. screenshot/scanned copy/picture of fund transfer, “send money” transaction, machine-validated bills payment or deposit slip)



The screenshot shows a web interface titled "Financial Information". In the top left corner is a circular logo with a shield and the text "SCHOOL OF THE ARTS AND SCIENCES" and "UNIVERSITY OF CALICUT". To the right of the logo is a user profile icon. Below the title is a blue navigation bar with four links: "Dashboard", "Account Summary", "Payment Options", and "Attachments". Below the navigation bar is a red text instruction: "For us to validate your payment transaction, please upload your validated deposit slip or a screenshot/scanned copy of fund transfer or 'send money' transaction." In the center of the page is a blue upload icon (a square with an upward arrow) and the text "Upload Proof of Payment". A red arrow points to the upload icon.

3.6) Please wait for a confirmation of your payment from the Finance Office via email within 48 hours.

For online enrollment concerns, please email support@shs-adc.edu.ph and attach a screenshot or photo of the page where you are having problems.